

**Nyack Library**  
**Minutes of the Regular**  
**Board of Trustees Meeting**  
**Monday, May 20, 2024**

**Present:**

Steven Cea, **President**  
Tracy Dressner, **1<sup>st</sup> Vice President**  
Jeremiah Conway, **2<sup>nd</sup> Vice President**  
Brian Murrell, **Treasurer**  
Daniel Wolff, **Secretary**  
Diane Christian  
Tamara Jhashi  
Moriah Olsen  
Kara Sheridan  
Melissa Sullivan

**Absent:**

Leslie Kirsch

**Staff:** Eric McCarthy, Library Director  
Keryn Waltzer, Business Manager  
Minerva Parker, Board Clerk

***Call to Order:***

The Board President Mr. Cea called the Regular Monthly Meeting of May 20, 2024, to order at 7:00 p.m., in the Community Meeting Room.

***Agenda Approval:***

**Upon motion** by Ms. Dressner, seconded by Ms. Christian, it was resolved to approve the agenda. There were 10 yes votes.

***Review of the Minutes:***

**Upon motion** by Mr. Conway, seconded by Ms. Dressner, the Board approved the Minutes of the Special Meeting, Board Retreat, April 6, 2024. There were 10 yes votes.

**Upon motion** by Mr. Wolff, seconded by Ms. Dressner, the Board approved the Minutes of the Regular Meeting, April 15, 2024. There were 10 yes votes.

***Director's Report:***

Mr. McCarthy reviewed his report with the Board. The Library will be migrating to the new Integrated Library System (ILS) software, Thursday, August 1, and RCLS will go live with Koha on Monday, August 5. Mr. McCarthy discussed, in detail, how materials for patrons will be handled during this process. Mr. McCarthy made a request to the Board, to lock the Carnegie-Farian entrance at 6 pm. With ongoing observation, it is difficult to monitor all Library entrances in the evenings with a small staff. A motion for this change will be presented at the next Board meeting.

***Public Comments: (full Board Meeting comments may be heard here <https://soundcloud.com>)***

Sharon Aperto, FONL, thanked the Board members who attended the Annual Meeting and she introduced the new President of the Friends of the Nyack Library, Denise Leslie. Denise Leslie, President FONL, reported on the upcoming events; the Friends Book Sale is June 1 & 2, any volunteers are welcome; Friends fundraiser, The Play that Goes Wrong, at the Elmwood Playhouse May 22, at 8 pm; Hudson River Museum Tour in Yonkers, July 9. Friends membership applications will now be developed in other languages.

***Committee Reports:***

***Executive Committee:***

Mr. Cea announced the Community Forum Input Session will be, Thursday, June 13, 6:30 – 8:30pm.

***Development & Public Relations Committee:***

**Upon motion** by Ms. Olsen, to accept and gratefully acknowledge the Gifts & Grants for April 2024, seconded by Ms. Christian, the Board resolved to accept with appreciation \$538 in Designated support to the Annual Appeal. The 2024 Annual Development Appeal total to date has brought in \$31,584 in donations. Thank you to all those who generously donated. There were 10 yes votes.

Ms. Olsen reported the Committee met via zoom. The Annual Appeal reception will be November 15, 2024, and the Committee discussed other event activities for fundraising.

***Policy Development & Long-Range Planning Committee:***

Ms. Dressner reported the Committee met and continued working on the Meeting Room Policy, they want to present at the June 2024 board meeting. The Committee has received the Internal Control Policy from the Finance Committee for review and will present that in June also.

***Long Range Planning Committee:***

Ms. Jhashi reported the Committee met and discussed the role and responsibility of the Long-Range Planning Committee. The Committee reviewed the scheduled tasks and in July will review the progress on those tasks in the LRP.

***Building & Property Committee:***

**Upon motion** by Mr. Wolff, seconded by Mr. Conway, the Board approved the inventory addition of one HP LaserJet M110W wireless printer. The yes vote, 10-0.

Mr. Wolff reported the Committee received only two bids on the furnaces, and they are thinking of putting it out to bid again.

***Personnel Committee:***

Ms. Dressner reported the Committee is working on negotiations with the Staff Association.

***Nominating Committee:***

Ms. Christian reported the Committee met and continue to discuss the various application options on becoming a member of the Library Board. The Board discussed this in detail.

Audit Committee:

**Upon motion** by Mr. Wolff, seconded by Mr. Murrell, the Board approved the engagement of Baldessari & Coster CPA's as independent accountants to audit the financial records of Nyack Library for the year ended June 30, 2024. The yes vote, 10-0.

The Committee reviewed the Conflict of Interest Statements from the Employees and the Board. No items were identified that required further action by the Committee or the full Board. Documentation will be sent to the Board Clerk for the file.

Friends of the Nyack Library Liaison Committee:

Report given during Public Comments (see Public Comments above)

DePew House ad-hoc Committee:

Ms. Sheridan reported the Committee met this month and continues making progress gathering information to decide on the best use of the DePew House. The Committee thanks everyone involved with helping to gather the information.

Finance Committee:

Mr. Murrell reported the Committee met last Friday and discussed the Treasurer's Report. The Committee will present the Finance policy in June for Board review, and for Board approval at the July meeting. The Committee also discussed the new technology recently purchased for several spaces in the Library.

**Upon motion** by Mr. Murrell, seconded by Ms. Sullivan, the Board agreed to fund the purchase and installation of audio/visual presentation equipment in the amount of \$31,560.50. There were 10 yes votes.

**Financial Reports:**

*Treasurer's Report:*

Mr. Murrell reviewed the Treasurer's Report in detail with the Board. Available cash balance on April 30 totaled \$354,251. \$2,266,672 is invested in certificates of deposit with terms of 1-month at rates from 5.0%-5.3%. The final payment from the property taxes revenue is due in May in the amount of, \$290,300. \$6,390,387 in long term debt remains outstanding on the 2017 tax-exempt bond with TD Bank. The Library operations accounted for a \$278,186 surplus; the DePew House operated at a (\$7,706) deficit, due to year-to-date allocated costs exceeding rental income.

**Upon motion** by Mr. Murrell, seconded by Ms. Sheridan, the Library Board unanimously accepted the Financial Statements as presented including the Summary of Key Balance Sheet Amounts as of April 30, 2024 and the April 2024 Performance Report. There were 10 yes votes.

**Upon motion** by Mr. Murrell and seconded by Mr. Wolff, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for April 2024 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer; General Fund Expenses of \$61,355.86, Rental Fund Expenses of \$987.42, Debt Fund Expenses for \$36,322.82, Payroll Disbursement for pay date April 5, 2024 for \$60,612.23 and Payroll Disbursement for pay date April 19, 2024 for \$57,394.76, for a total of \$216,673.09. There were 10 yes votes.

**Old Business:**

**Upon motion** by Ms. Dressner, seconded by Ms. Christian, the Board approved the 2024 Board Goals. The yes vote, 10-0.

**New Business:**

None.

**7:55 pm Upon motion** by Mr. Wolff, seconded by Ms. Dressner, the Board agreed to go into Executive Session to discuss matters involving negotiations. The yes vote, 10-0.

**8:49 pm Upon motion** by Ms. Dressner, seconded by Ms. Jhashi, the Board agreed to come out of Executive Session. The yes vote, 10-0.

***Adjournment:***

**Upon motion** by Ms. Dressner, seconded by Ms. Christian, the Board agreed to adjourn at 8:50 pm. There were 10 yes votes.

Respectfully submitted,

*Minerva Parker*

Board Clerk

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