

A regular meeting of the Board of Trustees of the Pearl River Public Library was held in the Library on Monday, February 24, 2020.

Present were Board President Eric Sharrin, Vice President William Morris, Trustees, Marie Manning, Donna Warren, Library Director Eugenia Schatoff, Treasurer Magdalena Parvulescu, Senior Account Clerk Debra McDermott, and Board Clerk Wendy Courtney. Dr. Elizabeth Van Wynen was not present in person, but she participated via Skype.

### **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Mr. Sharrin called the meeting to order at 7:05PM. All rose and recited the Pledge of Allegiance.

### **PUBLIC COMMENTS**

There was no public attendance.

### **APPROVAL OF MINUTES**

**Minutes of the January 27, 2020 meeting** – There was an amendment in wording of the section of the January 27 Minutes regarding the Director’s Report. On a motion by Mr. Morris, seconded by Mrs. Warren, the Board voted 5-0 to pass a resolution approving the Minutes of the January 27, 2020 meeting as amended.

**Minutes of the February 18, 2020 meeting** – On a motion by Dr. Van Wynen, seconded by Mrs. Warren, the Board voted 4-0 to pass a resolution approving the Minutes of the February 8, 2020 meeting. Mrs. Manning abstained.

### **APPROVAL OF TREASURER’S REPORT, FINANCIAL REPORT & LIST OF CLAIMS**

The Board reviewed the Treasurer’s Report, Balance Sheet, Actual Cash Flow Spreadsheets for January 2020, and List of Warrants for February 2020. Mr. Sharrin had reviewed the warrants prior to the meeting and made a motion, seconded by Mrs. Warren, that the Board adopt a resolution approving the Treasurer’s Report, Balance Sheet and Actual Cash Flow Spreadsheets for January 2020 and the List of Warrants for February 2020. The Board voted 5-0 to adopt the resolution.

### **STATISTICAL REPORTS**

The Statistical Reports and graphs for January 2020 were discussed and noted. Dr. Van Wynen stated that she had been asking for more detailed statistics on how many requests for use of the community rooms were turned away each month. An overview report on requests turned away was included with the Director’s report in November 2019, but is not feasible to compile on a monthly basis. The Board reached a consensus that such a report was unnecessary on a monthly basis. Dr. Van Wynen dissented.

### **DIRECTOR’S REPORT**

The Board reviewed the Director’s Report. Further to the written report, Ms. Schatoff discussed the following:

- **Pre-Referendum Services Authorization** – Ms. Shatoff presented and discussed the Pre-Referendum Services Authorization with Butler Rowland Mays.

### **OLD BUSINESS**

**Capital Fund Policy** – There was a second reading of the proposed Capital Fund Policy. There was an amendment to the language of the Capital Fund Policy to eliminate the term “Chair of the Finance Committee” and replace it with “Finance Committee”. On a motion by Mrs. Warren, seconded by Dr. Van Wynen, the Board voted 5-0 to adopt the Capital Fund Policy.

### COMMITTEE REPORTS

**Building & Grounds** – No report.

**Policy Committee** – No report. See Old Business.

**Personnel Committee** – No report.

**Finance Committee** – The Finance Committee met on February 11; the committee will meet again on March 2 to review and discuss the proposed 2020-2021 budget.

### PERSONNEL

On a motion by Mrs. Warren, seconded by Mr. Morris, the Board voted 5-0 to approve the following new hire:

Librarian (PT)

Robert Boyle

Start Date TBD

### NEW BUSINESS

- a. **Resolution to Approve 2019 Annual Report** – On a motion by Dr. Van Wynen, seconded by Mrs. Manning, the Board voted 5-0 to approve a resolution to approve the 2019 Annual Report.
- b. **Resolution to Adopt New York State Deferred Compensation Plan** – On a motion by Mr. Morris, seconded by Mrs. Warren, the Board voted 5-0 to approve a resolution adopt the New York State Deferred Compensation Plan.
- c. **Pre-Referendum Services Authorization** -- On a motion by Mr. Morris, seconded by Mrs. Manning, the Board voted 4-1 to agree enter into the contract with Butler Rowland Mays for pre-referendum services; costs not to exceed \$14,400. Dr. Van Wynen opposed.
- d. **Change in purpose of Ad Hoc Committee** – Board President Eric Sharrin changed the purpose of the Ad Hoc Committee for Facility Master Planning. In the future, the purpose of this committee will be pre-referendum planning.
- e. **Creation of new Ad Hoc Committee** – Board President Eric Sharrin created a new Ad Hoc Committee to review Construction Proposals. The Ad Hoc Committee for Construction Proposal Review is composed of Mr. Morris and Mrs. Warren. Construction Proposals are due on March 5 by 5PM. The Committee will meet on March 6 to review the proposals.

### CORRESPONDENCE

There was no Correspondence.

### PUBLIC COMMENTS

There was no public attendance.

### EXECUTIVE SESSION

At 9:15PM on a motion by Mrs. Warren, seconded by Mrs. Manning, the Board voted 5-0 to enter Executive Session to discuss contract negotiations. Mrs. McDermott, Mrs. Parvalescu and Mrs. Courtney were excused.

At 9:45PM on a motion by Mr. Morris, seconded by Mrs. Warren, the Board voted 5-0 to end the Executive Session. No actions were taken.

**ADJOURNMENT**

On motion by Mrs. Warren, seconded by Dr. Van Wynen, the Board voted 5-0 to adjourn the meeting at 9:46PM.

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Eugenia Schatoff, Library Director

**NEXT MEETING: REGULAR MEETING, MONDAY, MARCH 23, 2020**