

**MINUTES OF THE REORGANIZATION BOARD OF TRUSTEES MEETING HELD JULY 16, 2015**

**Members Present:** Timothy Donnelly, Brian Booth, Daniel Lombardo

**Members Absent:** Michelle Mattei – Trustee-Elect

**Others Present:** Gretchen Bell - Library Director  
Howard Heffler - Library Treasurer  
Joseph Modafferi – Library Accountant  
Marta Russell - Board Clerk

**AGENDA**

- Pledge of Allegiance
- A.** Appointment of Board Clerk  
Administering Oath of Office to New Trustees  
Election of Officers/Administering Oath of Office to Officers
- B** Consent Reorganization Agenda
- C.** Public Forum
- D.** Approval of Minutes – 6/25/15
- E.** Approval of Warrants
- F** Financial Reports
- G.** Personnel
- H.** Sub-Committee Reports
- I.** Old Business
- J.** New Business
- K.** Director’s Report
- L.** Public Forum

The meeting was called to order at 7:00 PM, by the Clerk to the Board, pending the election of a new Board President.

The Board recited the Pledge of Allegiance.

**A. Appointment of Board Clerk**

On motion by Tim Donnelly, seconded by Brian Booth, Marta Russell was reappointed to the position of Library Board Clerk, who then assumed the chair.

Ayes: 3                      Noes: 0                      Motion carried

**Oath of Office administered to newly elected Board Member**

The newly elected Trustee to the Board, Michelle Mattei was unable to attend the meeting due to a personal family matter so she will be sworn in at the next meeting.

**Election of Officers/Administering Oath of Office**

The Clerk called for nominations from the floor for the office of President of the Nanuet Library Board of Trustees.

Tim Donnelly nominated Brian Booth for the Office of President of the Board. The nomination was seconded by Daniel Lombardo.

Mrs. Russell asked if there were any other nominations for the office of President.

No further nominations forthcoming, the Board Clerk called for a vote for the office of President of the Nanuet Library Board of Trustees.

Ayes: 3                      Noes: 0                      Motion carried

Mr. Brian Booth was declared President of the Nanuet Public Library Board of Trustees. The Oath of Office was administered to Mr. Booth and he assumed the chair. The term of office for Mr. Booth will be for the year 2015-16.

The President of the Board called for nominations for the office of Vice-President of the Nanuet Public Library Board of Trustees.

Tim Donnelly nominated Daniel Lombardo for the office of Vice-President of the Nanuet Library Board of Trustees. Mr. Booth seconded the nomination.

No further nominations forthcoming, the President of the Board called for a vote for the office of Vice-President of the Nanuet Library Board of Trustees.

Ayes: 3                      Noes: 0                      Motion carried

Mr. Lombardo was declared Vice-President of the Nanuet Library Board of Trustees. Mrs. Russell administered the Oath of Office of Vice-President of the Nanuet Library Board of Trustees to Mr. Lombardo, who then assumed the chair. The term of office for Mr. Lombardo will be for the year 2015-16.

**B. Consent Agenda – Reorganization**

The Board approved the 2015-16 Reorganization Consent Agenda (attachment #1), on motion by Tim Donnelly, seconded by Daniel Lombardo.

Ayes: 3                      Noes: 0                      Motion carried

**C. Public Forum**

*Disclaimer: Public Forum is an opportunity for the public to make statements to the Nanuet Library Board of Trustees. Statements are not made to other members of the public. The Board does not routinely comment on personnel issues in public. It is the Board's strong recommendation that any criticisms or compliments concerning personnel be made in writing and not presented at the open forum. Comments made in writing allow the Board to review the comments in detail and to ask the Director to review the comments and take action if necessary*

According to the Public Forum Policy revision dated March 27, 2012, members of the public wishing to speak during Public Forum will be limited to a statement of no more than two (2) minutes in length.

There were no members of the public present.

**D. Approval of Minutes**

The Board approved the minutes of the June 25, 2015 meeting on motion by Don Lombardo, seconded by Tim Donnelly.

Ayes: 3                      Noes: 0                      Motion carried

**E. Approval of Warrants**

Warrant #1 dated July 16, 2015 was approved on motion by Tim Donnelly, seconded by Dan Lombardo.

Ayes: 3                      Noes: 0                      Motion carried

Warrant #1A dated July 16, 2015 was approved on motion by Tim Donnelly, seconded by Dan Lombardo.

Ayes: 3                      Noes: 0                      Motion carried

**F. Financial Reports**

**Accountant's Report:** There was no Accountant's Report for the period of June 1 – 30, 2015 submitted by Mr. Modafferi due to the fact that the bank statements were not received in time to prepare the report.

The Board approved the postponement of the Accountant's Report for June, 2015, on motion by Dan Lombardo, seconded by Tim Donnelly.

Ayes: 3                      Noes: 0                      Motion carried

**Treasurer's Report:** Mr. Heffler did not submit a Treasurer's Report for the period June 1- 30, 2015 due to the fact the bank statements were not received in time to prepare the report.

Ayes: 3                      Noes: 0                      Motion carried

The bank statements were not received in time due to the rescheduling of the Board meeting.

**G. Personnel**

The Board approved the following resolution on motion by Tim Donnelly, seconded by Dan Lombardo:

**RESOLVED,                      That the Nanuet Library Board of Trustees approves the hiring of:  
Brianna Giardina - Page, effective June 29, 2015.**

Ayes: 3                      Noes: 0                      Motion carried

The Board approved the following resolution on motion by Tim Donnelly, seconded by Dan Lombardo:

**RESOLVED,                      That the Nanuet Library Board of Trustees approves the hiring of:  
Jaisa Jaibin - Page, effective July 6, 2015.**

Ayes: 3                      Noes: 0                      Motion carried

The Board approved the following resolution on motion by Dan Lombardo, seconded by Tim Donnelly:

**RESOLVED,                      That the Nanuet Library Board of Trustees approves the hiring of:  
Catalina A. Malagon - Page, effective July 14, 2015.**

Ayes: 3                      Noes: 0                      Motion carried

The Board approved the following resolution on motion by Daniel Lombardo, seconded by Tim Donnelly:

**RESOLVED, That the Nanuet Library Board of Trustees accepts the resignation of: Catherine Cain - Page, effective July 2, 2015.**

Ayes: 3                      Noes: 0                      Motion carried

The Board approved the following resolution on motion by Daniel Lombardo, seconded by Tim Donnelly:

**RESOLVED, That the Nanuet Library Board of Trustees accepts the resignation of: Jason Zaro – effective 7/23/15**

Ayes: 3                      Noes: 0                      Motion carried

The Board approved the following resolution on motion by Daniel Lombardo, seconded by Tim Donnelly:

**RESOLVED, That the Nanuet Library Board of Trustees accepts the resignation of: Lisette Palestro - Page, effective July 28, 2015.**

Ayes: 3                      Noes: 0                      Motion carried

**H. Sub-Committee Reports:**

**Long Term Planning Committee** – Did not meet this month

**Policy Committee** - Did not meet this month

**Contract Committee –**

**Insurance:** The committee met with Sheldon Horowitz of Safe Harbour Insurance to discuss the coverage for the upcoming insurance year. Mr. Horowitz told them he had shopped the policy with various other insurance companies, i.e. Hartford, Utica Mutual, Travelers and Chubb. Also discussed was cyber coverage for the library. The committee also requested quotes for various increases in coverage, i.e. Directors and Officers, Furniture and Content, Employee theft. Mr. Horowitz said the quotes would be submitted prior to the September renewal date.

**Bertussi:** After much correspondence with Bertussi and their attorneys regarding the final payment for the HVAC project, the Board approved the following resolution on recommendation from the Contract Committee:

**RESOLVED. That the Nanuet Library Board of Trustees approves making the final payment to Pearl River Plumbing, Heating and Electric, Inc. D/B/A Bertussi's Plumbing and Heating, in the amount of fourteen thousand and six hundred dollars (\$14,600.) with the proviso the check be marked "job completed and paid in full".**

Ayes: 3                      Noes: 0                      Motion carried

**Budget Amendment:** On recommendation by Joseph Modafferri, the Library's Accountant, the Board the following Budget Adjustment on motion by Tim Donnelly, seconded by Dan Lombardo:

Transfer from Fund Balance -\$23,500                      Transfer to Other Expenses - \$23,500

Ayes: 3                      Noes: 0                      Motion carried

**Public Opinion Study:** On recommendation from the Contact committee. The Board approved the following resolution, on motion by Tim Donnelly, seconded by Dan Lombardo:

**RESOLVED.** That the Nanuet Library Board of Trustees accepts the proposal from the Tourne Group, L.L.C., for Phase 1 of the Public Opinion Study, in the amount of twenty three thousand and five hundred dollars, (\$23,500).

Ayes: 3                      Noes: 0                      Motion carried

**Negotiation Committee:** Did not meet this month.

**I. Old Business**

**Outstanding Issues:** The Board reviewed the outstanding issues list submitted by the Board Clerk, noting those items that had been completed and those that are still ongoing. A new report will be submitted to the Board listing any outstanding issues still open and any items that result from the current meeting (attachment #2).

**J. New Business**

**Check Pre-Approval:** On motion by Daniel Lombardo, seconded by Tim Donnelly, the Board approved the following resolution:

**RESOLVED.** That the Nanuet Public Library Board of Trustees pre-approves the payments for four (4) 2015 Children’s Summer Programs prior to their being submitted on the warrant for approval.

Ayes: 3                      Noes: 0                      Motion carried

**Sen. Eugene Levy:** Mrs. Bell advised the Board that Senator Eugene Levy’s son has chosen the Nanuet Library to be the recipient of a biographical study of his father’s life and work. Sen. Levy was a very strong advocate of libraries during his lifetime.

**Graphics Arts Position:** Mrs. Bell advised the Board that she is rewriting the job requirements for the graphics arts position that is now open as the result of Hannah Bleyer moving out of the area. It is a less than full-time position which is 25-30 hours per week.

The Board signed the Conflict of Interest Disclosure form as required on the new Reorganization Agenda for 2015-16.

Brian Booth asked the Board Members to contact him and Mrs. Bell, with a copy to Dan Lombardo if they are in the library at any time and become aware of any improprieties occurring in the library.

The next Regular Board of Trustees Meeting will take place on August 25, 2015 at 7:00 PM.

**K. Director’s Report**

The Board approved the Director’s Report as attached, (attachment #3) on motion by Tim Donnelly, seconded by Dan Lombardo.

Ayes: 3                      Noes: 0                      Motion carried

**L. Public Forum**

There were no members of the public present at the meeting.

The Board went into Executive Session at 8:20 PM, to discuss personnel and negotiations issues, on motion by Tim Donnelly, seconded by Dan Lombardo.

Ayes: 3                      Noes: 0                      Motion carried

The Board reconvened into Public Session at 8:45 PM, on motion by Tim Donnelly, seconded by Dan Lombardo.

Ayes: 3                      Noes: 0                      Motion carried

No other business appearing, the Board adjourned the meeting at 8:47 PM, on motion by Dan Lombardo, seconded by Tim Donnelly.

Ayes:                      Noes: 0                      Motion carried

Respectfully submitted,

Marta Russell  
**Clerk to the Board of Trustees**  
**Nanuet Public Library**

**Br**