

MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MEETING HELD JUNE 4, 2016

Members Present: Dan Lombardo, Michelle Mattei, Sheila O'Brien, Arthur Winoker (10:13AM), Paul Dublanyk

Members Absent: None

Others Present: Gretchen Bell - Library Director
Howard Heffler - Treasurer
Joseph Modafferi - Accountant
Bob Panzera
Marta Russell – Clerk - Absent

AGENDA

- Pledge of Allegiance
- A.** Roll Call - Approval of Minutes
- B.** Public Forum
- C.** Bob Panzera -
- D.** Approval of Warrants
- E.** Financial Reports
- F.** Certification of Vote
- G.** Personnel
- H.** Incident Reports
- I.** Sub Committee Reports
- J.** Old Business
- K.** New Business
- L.** Director's Report
- M.** Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 10:00 AM by the Board President, Daniel Lombardo.

A. Approval of Minutes

The approval of the February 6, 2016 Board meeting minutes was postponed until the next meeting, due to several errors pointed out by the Board members and Mrs. Bell, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

The minutes of the May 7, 2016 Board meeting were approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

Mr. Winoker arrived at this time (10:13 AM)

B. 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.

No one asked to speak at this time.

C. Bob Panzera – IT & Email

Bob Panzera, the Library's IT consultant, was present to discuss various items requested by the Board. The first item was the e-mail issue, which has arisen due to the fact that the new e-mail addresses provided for the use of the Library Trustees and select library employees have been blocked by RCLS. Mr. Panzera remarked that he was aware that RCLS had increased its security levels. The Board held a lengthy discussion regarding the problem and requested that Mr. Panzera study other providers that we can use. In particular, he was told to look into the AOL provider.

The other item discussed with Mr. Panzera was the upgrade of the Library's Wi-Fi system. Mr. Panzera contacted four (4) companies for proposals and included the original proposals received with his evaluation. The Board and Mr. Panzera discussed the various proposals and Mr. Panzera's evaluation of the proposals at length. The Board will provide Mr. Panzera with the exact needs of the library so he can provide the vendors with specifications and get an exact quote from each of the vendors.

D. Approval of Warrants

Warrant #11 dated May, 2016 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

New Vendors: *B&B Sweet & Assoc. Building Improvements
 *City Medical – First aid for employee
 *Easy English- Monthly newspaper for ESL students

E. Financials

Accountant's Report:

The Board approved the Accountant's Report dated April 30, 2016, as submitted by the Library's Accountant, Joseph Modafferi, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Treasurer's Report:

The Board approved the Treasurer's Report dated April 30, 2016, as submitted by the Library's Treasurer, Howard Heffler, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Howard noted that we have received the balance due on our taxes, and we are now whole for 2015. He also pointed out that he has written off four checks that have been outstanding for several years. There was one (1) payroll check in the amount of sixty three dollars and seventeen cents and three (3) general fund checks in the amount of five hundred and four dollars and ten cents (\$504.10) for a total of five hundred sixty seven dollars and twenty seven cents (\$567.27).

F. Certification of Vote

On motion by Michelle Mattei, seconded by Sheila O’Brien, the Board of Trustees of the Nanuet Public Library accepted the Certification of the 2016-17 Budget and Election of Board Trustees vote held on May 17, 2016, as submitted by Nanuet Public Schools District Clerk, Andrea Dobbelaer.

Board of Trustees elected: Sheila O’Brien – 7/1/16 – 6/30/21
 Paul Dublanyk - 7/1/16 – 6/30/18
 Scott Walters - 7/1/16 – 6/30/17

Ayes: 5 Noes: 0 Motion carried

Mr. Walters, who was a write-in candidate, has accepted the seat and met with Mrs. Bell. The newly elected Trustees will be sworn in at the July, 2016 meeting.

G. Personnel

RESOLVED, That the Nanuet Public Library Board of Trustees accepts the following resignation on motion by Michelle Mattei, seconded by Sheila O’Brien: Jaisa Jaibin – Page, effective May 27, 2016.

Ayes: 5 Noes: 0 Motion carried

RESOLVED, That the Nanuet Public Library Board of Trustee approves the permanent appointment of Mary Heffler as Senior Account Clerk, effective March 21, 2016, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 5 Noes: 0 Motion carried

H. Incident Reports

There were no incidents reported for the month of May, 2016.

I. Sub-Committee Reports

Long Term Planning: The committee did not meet; however, Chris Titze of the Tourne Group held a focus group on May 19, 2016 and was pleased with the results, reporting that the script approved by the Board worked well. He is now in the process of scheduling the remainder of the focus groups. The Board inquired whether they should schedule a meeting with Chris, and Mrs. Bell will check with him.

Policy Committee:

The Board received copies of the revised *Collection Development Policy*, which had the first reading at the May 7, 2016 meeting and was approved as follows on motion by Michelle Mattei, seconded by Sheila O’Brien.

RESOLVED, That the Nanuet Public Library Board of Trustees approves the second reading of the revised Collection Development Policy.

Ayes: 5 Noes: 0 Motion carried

The Board approved the following revised *Regulations Governing the Use of the Community Room Policy*, which had the first reading at the May 7, 2016, on motion by Michelle Mattei, seconded by Sheila O’Brien.

RESOLVED, That the Nanuet Public Library Board of Trustees approves the second reading of the revised Regulations Governing the Use of the Community Room.

Ayes: 5

Noes: 0

Motion carried

The policies have been posted on the Library's website.

After a short discussion, it was decided that in the future when a policy is updated and or revised, the notation at the end of the policy shall specify the date of the Board approval and whether it was revision.

Contract Sub-Committee: The committee did not meet this month.

Safety and Security:

Mrs. Bell was unable to complete the questionnaire on safety and security developed by the Board, but she hopes to be able to complete it by the next board meeting. When it is completed she will send it to the Safety and Security Committee members.

Mrs. Bell contacted the Nanuet Fire Department and the Clarkstown Department regarding the Library's fire drills policies and a review the library's fire and evacuation plan. She was advised to contact BOCES, the oversight agency, regarding the issue. BOCES told her that the Fire Inspector, who is due shortly to inspect the library, should be able to help her. Mrs. Bell will keep the Board updated after the Inspector conducts the inspection.

Negotiations:

The Committee did not meet, but the memorandum between the Library and the Staff Association has been forwarded to the attorney to formally draft a contract. Mr. Modafferi requested he also receive a copy of the information so he can refer to it while developing the new salary schedule.

The Library has retained the firm of Whiteman, Osterman and Hanna in Albany to represent the library as General Counsel. The attorney who will be primarily representing the Library will be Ellen Bach.

Mrs. Bell requested that the resolution approved at the May 7, 2016 meeting be reworded. Mrs. O'Brien and Mr. Modafferi suggested the following:

RESOLVED, *That the Nanuet Public Library Board of Trustees acknowledges the agreement between the Staff Association and the Library for the years July 1, 2015 – June 30, 2018, and will forward the information to the attorney for completion.*

The revised resolution will be approved at the June 18, 2016 meeting.

Audit Committee:

Mrs. Mattei and Mr. Joseph Modafferi, the Library's Accountant, met with a representative of J.J. Abrams, the auditing firm that conducts the audit of the Library. Mrs. Mattei asked for a full description of their methodology while conducting the upcoming audit for the year ending June 30, 2015. She also requested the audit letter the firm sends out after completion of the audit noting items that need to be corrected be sent to the Board in addition to sending it to Mrs. Bell. Mr. Modafferi noted that almost all open items from the previous audit will be closed by the time the new audit starts. Mrs. Mattei thanked all the parties involved in completing that task.

Mrs. Mattei asked the Board Members who would be willing to “ride shot-gun” with her on the Audit Committee meetings. Mr. Modafferi noted that meetings would only take place two or three times a year.

Mrs. Bell reported that a safe has been purchased. It has two separate compartments with separate combinations. One will be available to Mrs. Bell and the Senior Account Clerk, and one available to the staff in case they need change, etc. during the day. It also has a drop pocket where staff members can deposit any money they have at the end of the day.

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 or ongoing and any items that result from the current meeting.

Items discussed included a Board request that the Janitor’s closet in the upstairs hall be cleaned and organized.

Mrs. Bell is continuing to work on the job specification for the position of Graphic Designer. She thanked the staff for stepping in to cover some of responsibilities of that position while it has been open.

Mr. Modafferi and Mary Heffler are working on a purchasing policy and procedures.

All recently updated, revised and approved policies have been forwarded to the new attorney for their review.

Update of Bathroom Project: Mrs. Bell reported that the bathroom project has been completed with the exception of the cleaning and caulking. The contractor expects to have that completed in the very near future.

J. New Business

Next Meeting Date – The next regular Board Meeting of the Nanuet Public Library Board of Trustees will be held on Saturday, June 25, 2016 at 10:00 AM.

K. Director’s Report

The Director’s Report was approved on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 5 Noes: 0 Motion carried

Mary Patricia Brunzman Scholarship

Mr. Daniel Lombardo will be presenting the Pat Brunzman Scholarship at the LARC Annual Meeting, which will be held on Friday, June 10, at 9AM at the New City Library. Mrs. Brunzman was a long time director of the Library and on her passing her husband established a scholarship in her name.

RESOLVED, That the Nanuet Public Library Board of Trustees pre-approves the payments for the following Summer Programs –
June -\$2600.
July --\$4525,
August - \$1505
Payments to be made after completion of service.

Ayes: 5 Noes: 0 Motion carried

L. Public Forum

There were no members of the public present.

The Board adjourned into Executive Session at 12:39 PM to discuss a personnel matter, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Mr. Winoker left the meeting at this time (12:40 PM).

The Board reconvened into Public Session at 12:58 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

No further business appearing, the Board adjourned the meeting at 12:59 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

Respectfully submitted,

Marta Russell (from recording)
Clerk to the Board
NANUET PUBLIC LIBRARY
BOARD OF TRUSTEES

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