

**MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 1/23/ 2017**

**Members Present:** Daniel Lombardo, Michelle Mattei, Sheila O’Brien, Paul Dublanyk, Scott Walters (7:35 PM)

**Members Absent:** None

**Others Present:** Gretchen Bell - Library Director  
Joseph Modafferi  
Marta Russell

**Others Absent:** Howard Heffler

**AGENDA**

- Pledge of Allegiance
- A.** Roll Call - Approval of Minutes
- B.** Public Forum
- C.** Approval of Warrants
- D.** Financial Reports
- E.** Personnel
- F.** Sub-Committee Reports
- G.** Old Business
- H.** New Business
- I.** Director’s Report
- J.** Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 6:30 PM by the Board President, Daniel Lombardo.

**A. Approval of Minutes**

The Board approved the minutes of the meeting held on December 19, 2016, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

**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.*

*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. The Board will review statements and take action if necessary.*

There were no members of the public present.

**C. Approval of Warrants**

Warrant #7 dated was approved on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Pre-Approval of Payments:**

On motion by Michelle Mattei, seconded by Sheila O’Brien, the following February, 2017 program invoices were pre-approved:

25-Jan	Tech Adventure	Intro to Scratch	\$125.00	
11-Feb	Little Shanti Yoga	Yoga Together (2@ \$40)	\$80.00	
13-Feb	Jennifer Martinez	Srollfit (4@\$75)	\$300.00	
14-Feb	Catherin Rubin	Toddler Tunes (4@\$75)	\$300.00	
18-Feb	Kurt Gallagher	Mr. Kurt in Concert	\$175.00	
25-Feb	Lisa Forman	Kids Cook!	250.00	*
		*plus supplies		
<b>TOTAL ALL PROGRAMS</b>			<b>\$1230.00</b>	

Ayes: 4                      Noes: 0                      Motion carried

Payments will be made after the programs are held.

**New Vendors** – The following vendors were added to QuickBooks:

- A&N Rappaport Lock & Alarms Inc. - Locksmith
- John L. Butler – Carpenter, Handyman
- General Code – Subscription: Updates of Rockland County codes of law
- Little Shanti Yoga – Program Presenter

**E. Financial Reports**

**Accountant’s Report:**

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

Ayes: 4                      Noes: 0                      Motion carried

Mr. Modafferi stated that in presenting the financial statements for November 2016, the cash balances are in agreement with the Treasurer’s report.

On request by Mr. Modafferi, the Board approved the following budget transfer on motion by Michelle Mattei, seconded by Sheila O’Brien:

<b>Transfer from:</b>		<b>Transfer to:</b>	
Fund Balance	\$30,000.	Professional Services	\$30,000.
<b>TOTAL</b>	<b>\$30,000.</b>	<b>TOTAL</b>	<b>\$30,000</b>

Ayes: 4                      Noes: 0                      Motion carried

Mr. Modafferi explained that the transfer was necessary to cover the expenses paid to the Tourne Group and additional legal expenses.

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

Ayes: 4                      Noes: 0                      Motion carried

Mr. Modafferi stated that in presenting the financial statements for December 2016, the cash balances are in agreement with the Treasurer's report.

**Treasurer's Report:**

The Board postponed approval of the Treasurer's Report dated December 1 – 31, 2016, due to the absence of the Library's Treasurer, Howard Heffler.

Ayes: 4                      Noes: 0                      Motion carried

**E. Personnel Report**

On motion by Michelle Mattei, seconded by Sheila O'Brien, the Board approved the hiring of:

Deidre O'Hagan – Sub Librarian Adult Services – effective January 9, 2017.

Ayes: 4                      Noes: 0                      Motion carried

On motion by Michelle Mattei, seconded by Sheila O'Brien, the Board approved the hiring of:

Brian Jennings – Sub Librarian Adult Services – effective January 11, 2017.

Ayes: 4                      Noes: 0                      Motion carried

**Adult Services:** Mrs. Bell commented that needs have changed, and the Adult Services staff now provides more help with technology and programming and less with traditional reference. Therefore, she has applied to Civil Service for a Full Time Librarian I and a Part Time Library Assistant for Adult Services. We will retain but not fill Richard Piatelli's Librarian II position.

**Children's Services:** Mrs. Bell also told the Board she wants to upgrade Lauren Cully's Librarian I position to Librarian II. She is an asset to the library, and the level of work she does and responsibility she takes are well above her current Librarian I position.

Mrs. Bell commented that she has discussed this with Mr. Modafferi so he can take these changes into consideration when preparing the 2017-18 budget.

**F. Sub-Committee Reports**

**Long Term Planning** – The committee met on January 14, 2017 with Chris Titze to brainstorm the issues of our goals and strategies. Chris also told them he is working on the presentation for the *Open House*

*Meetings*, which we are planning to have with the Community. In addition, Mrs. Bell and Mr. Titze met with three groups of staff members on January 17, 2017 to discuss these same matters with them. Another meeting will be scheduled with him after he has incorporated the results of the discussions into the current draft.

**Policy Committee** – The Policy Committee met on January 11, 2017 to review the revised policies discussed at the December 19, 2016 meeting. Mr. Modafferi participated in the discussion of the financial policies.

The following policies were reviewed and, considering the changes and additions the Board requested, are being considered as drafts and will be read and discussed after the Committee meets again:

1. Whistleblower Policy
2. Investment Policy
3. Procurement Policy

The Board requested the policies be book marked noting their stage of the approval status, i.e. draft, on hold, etc. It was also requested all the policies should be in the same format, and have original date approved, and all subsequent revision and approval dates.

After a lengthy discussion, the Board approved the following policies after noting typos, omissions and other minor changes to be made.

On motion by Michelle Mattei, seconded by Sheila O'Brien, the Nanuet Public Library Board of Trustees approved the following four policies:

***1. Conflict of Interest, 2. Collection Development Policy, 3. Use of Community Room Policy, 4. Public Access to Records Policy.***

Ayes: 4

Noes: 0

Motion carried

The Policy Committee will call a sub-committee meeting to discuss the policies still pending approval.

The Board requested that after all the policies have been reviewed and approved, a binder be made for distribution to the Board and available to staff.

**Contract Committee** – The Committee did not meet.

**Safety and Security** – The Committee did not meet pending the completion of the upcoming BOCES fire drill.

**Audit Committee** - The Committee did not meet.

**Negotiations** - The Committee did not meet.

Scott Walters joined the meeting at this time (7:35PM).

## **G. Old Business**

**Ongoing Issues:** The Board reviewed the outstanding issues list submitted by the Board Clerk, noting the items that have 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 were status of carpeting of the building, invoices from Bob Panzera, graphic designer position, date of BOCES fire drill, what state government grants are available.

**H. New Business**

**Next Meeting Date** – The next Regular Meeting of the Nanuet Library Board of Trustees will be held on Monday, February 27, 2017 at 6:30 PM.

**Upgrade of AV Equipment in Community Room:** The Board reviewed a quote for the installation of a ceiling mounted camera for the Community Room. This information will be reviewed by the Contract Committee and the Board requested Mrs. Bell get additional quotes for the project.

**Missing Items:** The Board received a report of missing items for the period of May 2016 through January 2017. After a discussion, the Board thanked Mrs. Bell and Julie Marallo for the very detailed report and decided they did not need another report at this time.

**I. Director's Report**

**Evacuation Plan Revision:** The Board requested a copy of the evacuation plan reviewed and revised by BOCES.

**EBSCO:** Ebsco, a leading provider of research databases, e-journals, magazine subscriptions, e-books and discovery service for the academic, medical, and corporate world, is offering free charging stations to libraries to be sponsored by a local business. Mrs. Bell mentioned that many libraries are taking the service. The Board requested Mrs. Bell request a copy of the contracts other libraries have with them.

**LARC -** The library has traditionally paid for the trustees' dues to the Advocacy Division of LARC. Mrs. Bell suggested that we begin to pay the \$15 annual dues for staff members as well, as is done by many of the Rockland libraries. LARC has lost its county funding, and we all benefit from the workshops, biannual conference, and other LARC initiatives

On motion by Michelle Mattei, seconded by Sheila O'Brien, the Board approved paying the fifteen dollars (\$15.) annual dues for the Library's full time staff to LARC (Library Association of Rockland County).

Ayes: 5                      Noes: 0                      Motion carried

The Board approved the Director's Report on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

**J. Public Forum**

There were no members of the public present at the meeting

The Board recessed into Executive Session at 9:20 PM, to discuss personnel issues on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

The Board reconvened into Public Session at 10:04 PM, on motion by Scott Walters, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

On motion by Scott Walters, seconded by Sheila O'Brien, the Board approved the following resolution:

**RESOLVED,                      That the Board of Trustees of the Nanuet Public Library accepts the three year contract agreement with the staff of the Nanuet Public Library effective retroactively from July 1, 2015 through June 30, 2018.**

Ayes: 5                      Noes: 0                      Motion carried

No other business appearing, the Board adjourned the meeting at 10:06 PM, on motion by Paul Dublanyk, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

Respectfully submitted,

Marta Russell  
Clerk to the Board of Trustees  
Nanuet Public Library

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