

**MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 9/25/17**

**Members Present:** Daniel Lombardo, Michelle Mattei, Jean Cappiello, Paul Dublanyk  
Sheila O'Brien

**Members Absent:** None

**Others Present:** Gretchen Bell - Library Director  
Howard Heffler  
Joseph Modafferri  
Marta Russell  
Jason Mazzaro - TechSpectrum  
Robert Manea – TechSpectrum

**AGENDA**

- Pledge of Allegiance
- A. Roll Call - Approval of Minutes
- B. Public Forum
- C. TechSpectrum Presentation
- D. Approval of Warrants
- E. Financial Reports
- F. Personnel
- G. Sub-Committee Reports
- H. Director's Report
- I. Old Business
- J. New Business
- K. 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 Regular Meeting held on August 28, 2017 on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

The Board approved the minutes of the Special Meeting held on September 11, 2017 on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      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.*

**C. TechSpectrum Presentation**

Jason Mazzaro and Robert Manea made a presentation about TechSpectrum, a technology solutions company. They outlined all the services available and detailed all the services provided by their company. They provide IT management and support, both on site and remote, 24/7. They also provide networking services, computer and server support, security and preventative maintenance, etc. In addition, they can also provide Internet marketing, website design and graphic design. The Board asked them to provide samples of websites they have designed.

They also provided the Board with their reaction to the current tech system in place in the library, noting areas which they determined need serious improvement after visiting the site, and their recommendations for improving the system. The Board thanked them for their detailed presentation.

The Board held a long discussion regarding the services TechSpectrum provides and discussed contracting with them for the Library's IT services. Sheila O'Brien will review the presentation and the proposal they provided, and present the Board with her recommendations after she concludes her study. After the Board reviews and approves Ms. O'Brien's recommendations, the proposal will be sent to our attorney for his approval.

**D. Approval of Warrants**

Warrant #3 dated September, 2017 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

Warrant #2 dated August, 2017 was approved on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 5                      Noes: 0                      Motion carried

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

- Amy Kanarek – Program Presenter
- Fran Satran - Program Presenter
- RoseMarie Capiello – Program Presenter
- Lori Salotto – Employee (reimbursement)
- The Frick Collection – Museum Membership

**Pre-Approval of Payments:**

On motion by Michelle Mattei, seconded by Sheila O'Brien, the following October, 2017 program prepayments were pre-approved:

**NANUET PUBLIC LIBRARY  
JANUARY, 2017 PROGRAM INVOICES**

<u>PMT. DATE</u>	<u>VENDOR</u>	<u>PROGRAM</u>	<u>AMOUNT</u>
3-Oct	Party by Lisa & Co. RoseMarie	Haunted Birdhouses	\$225.00
4-Oct	Cappiello	Book Signing & Discussion	\$100.00 *
10-Oct	Catherine Rubin	Toddler Tunes (4 @\$85)	\$340.00
14-Oct	Valerie Vendrame	Yoga with MissValerie (2@\$75)	\$150.00
18-Oct	Fran Satran	Infant Massage	\$50.00 *
19-Oct	Valerie Vendrame	Circus Yoga Extravaganza	\$125.00
21-Oct	Fran Roesemann	Music with Miss Fran	\$125.00
26-Oct	Rochelle Cox	Intermediate Canasta (5@\$75)	\$375.00
31-Oct	Carol Kepler	Fall for Watercolor - Tuesday Classes (6@\$100)	\$600.00
<b>Total for all programs</b>			\$2090.00
<b>*Honorarium</b>			

Ayes: 5                      Noes: 0                      Motion carried

Payments will be made after the programs are completed.

**D. Financial Reports**

**Accountant’s Report:** The Board approved the Accountant’s report dated June 30, 2017 as submitted by Joseph Modafferri, the Library’s Accountant, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 5                      Noes: 0                      Motion carried

Mr. Modafferri commented that we had concluded the fiscal year in good financial shape.

The Board approved the Accountant’s report dated July, 2017 as submitted by Joseph Modafferri, the Library’s Accountant, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 5                      Noes: 0                      Motion carried

Mr. Modafferri stated that in presenting the monthly financial statements, the cash balances are in agreement with the Treasurer’s report.

**Treasurer’s Report:**

The Board approved the Treasurer’s Report dated August 1- 31, 2017 as submitted by Howard Heffler, the Library’s Treasurer, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 5                      Noes: 0                      Motion carried

Mr. Heffler advised the Board that the library has an adequate cash balance to cover all expenses until we start receiving our tax monies.

**E. Personnel**

There were no Personnel changes this month.

**G. Sub-Committee Reports**

**Long Term Planning:** The Committee has to set up a meeting with Chris Titze of the Tourne Group to review the final presentation and to discuss how to use the Capital Reserve fund we have established for the upgrade.

**Policy Committee:** The Committee did not meet but scheduled a meeting for October 11, 2017, to discuss the Sexual Harassment Policy and Library Card Policy.

**Contract Committee:** The Committee did not meet this month.

**Safety and Security Committee:** The Committee scheduled a meeting to meet with Mrs. Bell to discuss the DRP (Disaster Recovery Plan) from other libraries in the area. The meeting is scheduled for October 18, 2017 at 5:00PM.

**Negotiations Committee:** A meeting was scheduled for the Committee to meet with Joseph Modafferri, the Library Accountant, and Mrs. Bell, on October 18, 2017 at 6:00 PM.

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

**H. Director's Report**

**Parking Lot:** Curti's Landscaping subcontracted the sealing of the parking lot. As a result of complaints received from patrons, Curti's is coming to expect the work.

**Air Kool:** The Board approved the quote from Air Kool for the replacement of a new water pump, with a one-year manufacturer's warranty, in the amount of six thousand six hundred ten dollars and eighteen cents (\$6610.18), on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

**Bathroom Doors:** John L. Butler, Home Improvements, LLC submitted a proposal for the replacement of two (2) bathroom doors at a cost of one thousand six hundred and fifty dollars and no cents \$1650.00, which was accepted by the Board.

**Shed Removal:** We received three (3) proposals for cleaning out and disposing of the shed on the side of the library. Approval of the proposals was postponed until we receive specific information from "Junk King."

**Elevator:** Although the elevator in the Library is now working, the staff and the patrons are wary of using it.

The Board of Trustees approved the proposal submitted by Liberty Elevator Corporation for the emergency "modernization" of the elevator at a cost of One Hundred and Twelve Thousand Five Hundred Dollars (\$112,500) on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5

Noes: 0

Motion carried

Steve Spangler, of Savin Engineers, is working with Liberty Elevator to produce the required drawings and helping us get the necessary building permits. Mrs. Bell and Joseph Modafferri will be meeting with him to clarify the scope of his work on the project.

**RCLS AUTOMATED NETWORK SERVICES:**

The Board approved the following resolution on motion by Michelle Mattei, seconded by Sheila O'Brien:

**RESOLVED, That the Nanuet Public Library Board of Trustees authorizes participation in the ANSER (Automated Network Services) between the Ramapo Catskill Library System (RCLS) for a period of five (5) years effective January 1, 2018.**

Ayes: 5

Noes: 0

Motion carried

**NEW FEE STRUCTURE:**

The Board approved the following resolution on motion by Michelle Mattei, seconded by Sheila O'Brien:

**RESOLVED. That the Nanuet Public Library Board of Trustees accepts the new fee structure from RCLS (Ramapo Catskill Library System).**

Ayes: 5

Noes: 0

Motion carried

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

Ayes: 5

Noes: 0

Motion carried

**I. 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 at length were Tech Support Proposals, Elevator Modernization.etc.

**J. New Business**

**Next Meeting Date:** The Board confirmed the next meeting date as Monday, October 23, 2017 at 6:30 PM, in the Nanuet Public Library.

Ms. Mattei asked if the Board Packet could be delivered earlier to allow for the Board Members to have a chance to study it. Ms. Bell replied that reason the packets were delivered late was due to staff illness, and we will make every effort to deliver it to the Board Members the Thursday prior to the meeting date.

**K. Public Forum**

There were no members of the public present.

The Board recessed the meeting at 8:45 PM, to go into Executive Session to discuss a personnel issue, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

The Board reconvened into Public Session at 9:06 PM on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

No other business appearing, the Board adjourned the meeting at 9:07 PM, on motion by Michelle Mattei, 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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