

**MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 10/23/ 2017**

**Members Present:** Daniel Lombardo, Michelle Mattei, Sheila O’Brien (7:50PM), Paul Dublanyk,

**Members Absent:** None

**Others Present:** Gretchen Bell - Library Director  
Howard Heffler - Treasurer  
Joseph Modafferi – Accountant (7:30 PM)  
Marta Russell - Board Clerk

**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 September 25, 2017, on motion by Michelle Mattei, seconded by Paul Dublanyk, with the following corrections:

**Page 4 – Director’s Report- Elevator: Although the elevator in the Library is now working, it will be continually monitored.**

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 #3A dated September, 2017 was approved on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

Warrant #4 dated October 2017 was approved on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

**Pre-Approval of Payments:** On motion by Michelle Mattei, seconded by Paul Dublanyk., the Board approved the following prepayments:

|        |   |                |
|--------|---|----------------|
| 1-Nov  | <b>Barbara Dorfman – Intermediate Bridge Instruction (8@ \$50.)</b> | <b>\$400.</b>  |
| 1-Nov  | <b>Carol Kepler – Fall for Watercolor – (6 @ \$100.)</b>            | <b>600.</b>    |
| 4-Nov  | <b>Marc Berger – Ride (singer songwriter)</b>                       | <b>500.</b>    |
| 11-Nov | <b>Valerie Vendrame – Yoga w/Miss Valerie (2 @ \$75.)</b>           | <b>150.</b>    |
| 18-Nov | <b>Bach to Rock - Rock ‘n Roll</b>                                  | <b>125.</b>    |
| 27-Nov | <b>Fran Roesemann – Baby Sign Language (2 @ \$125.)</b>             | <b>250.</b>    |
|        | <b>TOTAL</b>  | <b>\$2025.</b> |
|        |   | <b>=====</b>   |

Ayes: 4                      Noes: 0                      Motion carried

Payments will be made after the programs are completed.

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

- Marc Berger – Program Presenter
- Boscobel House & Gardens – Museum Membership
- Tuxedo Park Library – to remit Lost Book Fee

Ayes: 4                      Noes: 0                      Motion carried

**D. Financials**

**Accountant’s Report:** The Board tabled the Accountant’s report dated August 2017 submitted by Mr. Modafferri pending the receipt of further information requested by the Board.

Ayes: 4                      Noes: 0                      Motion carried

**Treasurer’s Report:**

The Board approved the Treasurer’s Report dated September 1 – 30, 2017 as submitted by the Library’s Treasurer, Howard Heffler, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

Mr. Heffler commented that to date we have received two (2) payments from the School District of our tax money amounting to 74.7% of our total of \$2,896,150.

**E. Personnel**

The Board approved the following resolution on motion by Michelle Mattei, seconded by Paul Dublanyk:

**RESOLVED,                      That the Nanuet Public Library Board of Trustees approves the hiring of Laurie Gessner – Librarian 1 Sub – Children’s Dept. effective 10/2/17.**

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the following resolution on motion by Michelle Mattei, seconded by Paul Dublanyk:

**RESOLVED,                      That the Nanuet Public Library Board of Trustees approves the establishment of the position of Clerk – Part-Time – Substitute.**

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the following resolution on motion by Michelle Mattei, seconded by Paul Dublanyk:

**RESOLVED,                      That the Nanuet Public Library Board of Trustees approves the hiring of Hye Soo Jean - Clerk – Part-Time – Substitute, effective 10/23/17.**

Ayes: 4                      Noes: 0                      Motion carried

**F. Sub-Committee Reports**

**Long Term Planning Committee** – The Board received and reviewed a copy of the final Long Range Planning report. They discussed the report at length, noting areas that needed corrections and/or revision. The Board requested a meeting to discuss the report with Chris Titze of the Tourne Group, who prepared the report. Mrs. Bell will also meet with the staff regarding possible changes to the plan.

**Policy Committee** – The policy committee met and submitted certain policies for the Board’s approval.

**On motion by Michelle Mattei, seconded by Paul Dublanyk, the Nanuet Library Board of Trustees approved the first reading of the Equal Employment Policy.**

Ayes: 4                      Noes: 0                      Motion carried

Randi Braun, the Library’s attorney is meeting with the Policy on November 8, 2017 to further discuss the policy.

**On motion by Michelle Mattei, seconded by Paul Dublanyk, the Nanuet Library Board of Trustees approved the first reading of the Library Card Policy.**

Ayes: 4                      Noes: 0                      Motion carried

On motion by Michelle Mattei, seconded by Paul Dublanyk, the Board approved the following Open Meetings Law:

**RESOLVED,**            **That the Nanuet Public Library Board of Trustees is in conformance with Open Meeting Law (section 103), as amended, in that all the meetings of the Nanuet Public Library Board of Trustees are open to the public.**

Ayes:    4                      Noes: 0                      Motion carried

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

**Safety and Security Committee:** The Safety and Security Committee met and have decided to concentrate on the Disaster Recovery plan at this time. They are studying the disaster plans from New City and Florida libraries and will use them as guidelines in preparing Nanuet's policy.

**Negotiations Committee:** The Negotiations Committee met on October 18, 2017 to discuss the staff's proposal for the upcoming negotiations. The Committee made various comments regarding the proposal. Those thoughts will be sent to the whole Board for review.

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

**G.    Director's Report**

**Snow Removal:** Curti's snow removal contract is for \$7450, which is the same as last year. The contract runs from November 1, 2017 to March 31, 2018. The Board requested Mrs. Bell get additional quotes from other contractors for the project, using Curti's specifications.

**Parking Lot:** Curti's inspected the work done on the parking lot by their sub-contractor and agreed that additional work has to be done on the project. Curti's has advised that they are following up on that. The Board requested that in the future, if a job is going to be sub-contracted, that information should be stated in the proposal.

(Mr. Modafferri joined the meeting at time (7:30PM))

**Memorial Steps:** Requests for revised proposals were sent to the original three (3) contractors for the rebuilding of the steps at the back of the building as railings are required. Frank V. Toto Construction has advised that they do not work with railings and we are still waiting for revised estimates from Curti's and Echo Stamp Concrete.

**Elevator:** Savin Engineering has submitted a proposal for preparing the formal bid specifications for the replacement of the elevator in the library building and a proposal for overseeing the project... This is necessary as the State is requiring the submission of plans from an engineer or architect. The Board requested clarification of Savin's proposal before accepting the proposal. Mr. Modafferri said he would contact Savin regarding the matter. After Mr. Modafferri gets the clarification from Savin, the Board will call a special meeting to formally approve Savin's proposal.

(Sheila O'Brien joined the meeting at this time (7:50PM)).

**ADA Bathroom Project:** Mrs. Bell met with an architect from Gisolfi Associates regarding the renovation of the bathroom to make it ADA compliant. He discussed the necessary changes he anticipates have to be made and estimated the cost of the construction to be between \$15,000 and \$17,000 dollars. He will now draw up the plans and we will then have to hire a contractor to do the alterations. He anticipates the drawings will be ready within four weeks.

**TechSpectrum:** Tech Spectrum provided a list of references and websites. Mrs. Bell looked at the websites, and anticipates calling the references by the end of this week.

**Optimum Services** – Joe Modafferi reviewed the Optimum presentation for the library’s telephone services and after contacting them has approved signing a contract with them to provide our telephone services.

**Technology** - After studying the invoicing from RBC Networks, Ms. Mattei requested a copy of the wiring inventory for which they are billing the library for 22 hours work.

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

Ayes: 5                      Noes: 0                      Motion carried

**H. Old Business**

**Outstanding 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 ADA bathroom renovation, Savin Engineers contracts, the elevator project and technology services.

**I. New Business**

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

**State Grants:** Mrs. Bell noted that she has recently read of various grants which might be available to the Library for upcoming projects. Mr. Lombardo asked Mrs. Bell to send email with that information to the Board.

The Board recessed the meeting at 8:37 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 9:00 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 9:02 PM, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Respectfully submitted,

Marta Russell  
Clerk to the Board  
NANUET PUBLIC LIBRARY