

**MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 11/27/ 2017**

**Members Present:** Daniel Lombardo, Michelle Mattei, Sheila O’Brien, Paul Dublanyk,

**Members Absent:** Jean Cappiello

**Others Present:** Gretchen Bell - Library Director  
Howard Heffler – Treasurer (Left at 7:00 PM)  
Joseph Modafferi – Accountant  
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 October 23, 2017, on motion by Michelle Mattei, seconded by Sheila O’Brien, with the following corrections:

**Page 4 – Director’s Report- Elevator: Line 2 – (Punctuation) - *overseeing the project. This***

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the minutes of the Special Meeting held on October 27, 2017, on motion by Michelle Mattei, seconded by Sheila O’Brien.

**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 #5 dated November, 2017 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 Board approved the following prepayments for December 2017 Program Invoices.

<b>5-Dec</b>	<b>RoseMarie Cappiello - Dream Interpretation Workshop</b>	<b>\$150</b>
<b>6-Dec</b>	<b>Bach to Rock - Rock 'n Roll</b>	<b>125.</b>
<b>16-Dec</b>	<b>Valerie Vendrame – Yoga w/Miss Valerie (2 @ \$75.)</b>	<b>150.</b>
<b>14-Dec</b>	<b>Fran Roesemann –Baby sign Language (2 @ \$125.)</b>	<b>250.</b>
	<b>TOTAL</b>	<b>\$675.</b>

Ayes: 4                      Noes: 0                      Motion carried

Payments will be made after the programs are completed.

**New Vendor Report** – There were no new vendors for November, 2017.

**D. Financials**

**Accountant's Report:** The Board approved the Accountant's Report dated August 1 – 31, 2017 as submitted by the Library's Accountant, Joseph Modafferri on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

Mr. Modafferri commented that there was nothing unusual during the month of August.

**Accountant's Report:** The Board approved the Accountant's Report dated September 1 – 30, 2017 as submitted by the Library's Accountant, Joseph Modafferri on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

Mr. Modafferri asked for a budget transfer to cover an increase in the insurance budget line.

On motion by Michelle Mattei, seconded by Sheila O'Brien, the Board approved the following budget transfer:

<b>Transfer from:</b>		<b>Transfer to:</b>	
Contingency	<u>\$1700.</u>	Insurance	<u>\$1700.</u>
<b>TOTAL</b>	<b>\$1700.</b>	<b>TOTAL</b>	<b>\$1700.</b>

Ayes: 4                      Noes: 0                      Motion carried

The Board postponed approval of the October, 2017 Accountant's Report due to a missing page 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 approved, the cash balances are in agreement with the Treasurer's report.

**Treasurer's Report:** The Board approved the Treasurer's Report dated October 1–30, 2017 as submitted by the Library's Treasurer, Howard Heffler, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

Mr. Heffler commented that to date we have received tax money from the School District amounting to 91.3% of our total tax levy.

**E. Personnel**

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 resignation of Sarah Koenig – Page, effective October 2, 2017**

Ayes: 4                      Noes: 0                      Motion carried

**Review of time off Employee Time Procedures:** The Board reviewed and discussed the time-off procedures for all the staff, including dates, reasons, copies of employee daily and monthly time sheets and the annual vacation leave request form as requested by Mr. Lombardo.

**F. Sub-Committee Reports**

**Long Term Planning:** The Board received the final revised version of the Library's Long Range Plan and after discussing the plan approved the following resolution on motion by Michelle Mattei, seconded by Sheila O'Brien:

**RESOLVED,                      That the Nanuet Public Library Board of Trustees approves the:**

**Nanuet Public Library  
Long-Range Library Plan:  
2017-2021**

Ayes: 4                      Noes: 0                      Motion carried

The Board requested updates on the progress of the plan be submitted to them on a quarterly basis starting January, 2018.

The Board recommended that the plans for the Long Range Plan for 2022-2026 be commenced at least eighteen (18) months prior to the expiration of the current plans just approved.

**Policy Committee:** The Board reviewed the following policies for a second reading.

**Library Card Policy, Equal Employee Opportunities Policy and Workplace Violence Prevention Policy and Procedures.**

The revised policies were not approved due to some changes the Board felt were necessary.

The Board asked that the EEO Policies be submitted to the Attorney for review prior to the second readings being sent to the Board for approval.

Howard Heffler left the meeting at this time (7:00 PM)

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

**Safety & Security:** Ms. Mattei reported that she had reviewed the Disaster Recovery plans from the Florida and New City Libraries and sent the information to Sheila O'Brien for her recommendations. Mrs. Bell will write the final draft of the Library's Disaster Recovery Plan.

**Negotiations Committee:** The Committee met and reviewed the staff s' recommendations for the next staff contract. The Committee sent the information to the Library's attorney for his reactions. Mrs. Bell reported that she has not had a reply from Mr. Braun yet.

**Audit:** The committee will not meet until the next audit is completed. At that time, the Board has requested an RFP (request for proposal) be sent out.

**G. Director's Report:**

**Buildings and Grounds:** Junk King has removed the shed and its contents from the back of the library.

Orange and Rockland Utilities has not replaced the lights in the parking lot as yet. The Board requested Mrs. Bell contact ORU again regarding the project.

Curti's subcontractor came back and did additional work on the cracks in the parking lot. Mr. Lombardo told Mrs. Bell he had looked at the parking lot and it seemed that all possible work had been completed and he felt it was time to pay Curti's for job.

**Telephone:** Optimum has started to make the transfer of our current telephone system to Optimum. Mrs. Bell commented that we are having some trouble completing the transfer and Optimum has to return to the library to fix the troubles. She will call Optimum and schedule a date for them to return.

**Snow Removal:** The Board reviewed the additional estimates received for the snow removal for the period of November 1, 2017 to March 31, 2018. After a lengthy discussion the Board approved the following resolution on motion by Sheila O'Brien, seconded by Paul Dublanyk.

**RESOLVED, That the Nanuet Public Library Board of Trustees approves awarding Curti's Landscaping the contract for snow removal for the period of November 1, 2017 through March 31, 2018 at a cost of seven thousand four hundred and fifty dollars (\$7,450.)**

Ayes: 3      Noes: 0      Abstain: 1 (Mattei)      Motion approved

**Family Bathroom:** Gisolfi Associates submitted the plans for the renovation of the bathroom on November 24, 2017 and Mrs. Bell hopes to meet with the children's librarians to discuss the plans by the end of this week.

**Elevator:** Savin Associates has returned their agreements and certificates of insurance with the revisions requested by the Board. All the information has been forwarded to the Library's attorney and we are awaiting a reply from him.

**Technology:** Sheila O'Brien reported that she had reviewed the proposal from Spectrum Technology and made some comments and changes which she will discuss with Mrs. Bell.

**RBC Networks:** Ms. Mattei commented that she had various questions regarding the November 27, 2017 submitted by Mr. Panzera. In particular, he has noted wiring work being performed, and Ms. Mattei said that she had specifically said that he should no longer be involved with the library's technology wiring. She requested Mrs. Bell contact Mr. Panzera and relay her concerns to him. She also requested Mrs. Bell ask him if he is planning to bill the library for work they did after he was told to no longer work with the wiring.

**Stairwell Railing:** Mrs. Bell reported that there is a problem with some of the joints on the railings leading upstairs. Mrs. Bell is planning to ask John Butler, the contractor working on the doors to the bathrooms to look at those railings. Mr. Lombardo asked Mrs. Bell to call someone in to fix it as soon as possible.

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

Ayes: 4

Noes: 0

Motion carried

#### **H. 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 RBC Networks billing, bathroom renovations, railing repairs, etc.

#### **I. New Business**

**Next Meeting Date:** After a lengthy discussion regarding the conflict of the December scheduled meeting date with Christmas, the Board agreed to meet on Monday, December 18, 2017 at 6:30 PM in the Library.

**RCLS Conference:** Ms. Mattei discussed the conference she attended at RCLS. She provided the Board and the staff present with a copy of the information she received at the meeting. She asked that the information be reviewed and advised she had made notes about specific items that are not currently in place at the Library.

The Board recessed to go into Executive Session at 8:32 PM to discuss a personnel issue, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4

Noes: 0

Motion carried

The Board reconvened into Public Session at 8:48 PM. on motion by Michelle Mattei, seconded by Paul  
Dublanyk

Ayes: 4

Noes: 0

Motion carried

Respectfully submitted,

Marta Russell  
Clerk to the Board of Trustees  
NANUET PUBLIC LIBRARY

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