

nMINUTES OF THE REORGANIZATION BOARD OF TRUSTEES MEETING HELD JULY 24, 2017

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

Members Absent: None

Others Present: Gretchen Bell - Library Director
Howard Heffler - Library Treasurer
Marta Russell - Board Clerk
Jean Cappiello – Trustee-Elect

AGENDA

- Pledge of Allegiance
- A.** Appointment of Board Clerk
Administering Oath of Office to New Trustees
Election of Officers/Administering Oath of Office to Officers
- B** Consent Reorganization Agenda
- C.** Public Forum
- D.** Approval of Minutes – 6/1917
- E.** Approval of Warrants
- F** Financial Reports
- G.** Personnel
- H.** Sub-Committee Reports
- I.** Director's Report
- J.** Old Business
- K.** New Business
- L.** Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 6:30 PM, by the Clerk to the Board, pending the election of a new Board President.

A. Appointment of Board Clerk

On motion by Michelle Mattei, seconded by Sheila O'Brien, Marta Russell was reappointed to the position of Library Board Clerk, who assumed the chair.

Ayes: 4 Noes: 0 Motion carried

Oath of Office administered to newly elected Board Members

Mrs. Russell administered the Oath of Office to Jean Cappiello, who was elected to the office of trustee on the Nanuet Public Library Board at the elections held on May 16, 2017. Mrs. Cappiello's term of office is for the period from July 1, 2017 to June 30, 2022. The Board welcomed Mrs. Cappiello to the Board of Trustees.

Election of Officers/Administering Oath of Office

The Clerk called for nominations from the floor for the office of President of the Nanuet Public Library Board of Trustees.

Michelle Mattei nominated Daniel Lombardo for the Office of President of the Board. The nomination was seconded by Sheila O'Brien.

Mrs. Russell asked if there were any other nominations for the office of President.

No further nominations forthcoming, the Board Clerk called for a vote for the office of President of the Nanuet Public Library Board of Trustees.

Ayes: 5 Noes: 0 Motion carried

Mr. Daniel Lombardo was declared President of the Nanuet Public Library Board of Trustees. The Oath of Office was administered to Mr. Lombardo, and he assumed the chair of President of the Board of Trustees. The term of office for Mr. Lombardo will be for the year 2017-18.

The President of the Board called for nominations for the office of Vice-President of the Nanuet Public Library Board of Trustees.

Sheila O'Brien nominated Michelle Mattei for the office of Vice-President of the Nanuet Public Library Board of Trustees. Mr. Dublanyk seconded the nomination.

No further nominations forthcoming, the President of the Board called for a vote for the office of Vice-President of the Nanuet Public Library Board of Trustees.

Ayes: 4 Noes: 0 Abstention: 1 (Mattei)

Motion carried

Ms. Mattei was declared Vice-President of the Nanuet Public Library Board of Trustees. Mrs. Russell administered the Oath of Office of Vice-President of the Nanuet Library Board of Trustees to Ms. Mattei who then assumed the chair. The term of office for Ms. Mattei will be for the year 2017-18.

B. Consent Agenda – Reorganization

The Board approved the 2017-18 Reorganization Consent Agenda, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Mrs. Bell reviewed the changes made to the Board Reorganization for the year 2017-18.

C. 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.

There were no members of the public present.

D. Approval of Minutes

The Board approved the minutes of the June 19, 2017 meeting on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 5 Noes: 0 Motion carried

E. Approval Warrants

Warrant #12A dated June 2017, was approved on motion by Michelle Mattei, and seconded by Sheila O’Brien.

Ayes: 5 Noes: 0 Motion carried

Warrant #1 dated July, 2017, was approved on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 5 Noes: 0 Motion carried

Pre-Approval of Payments: There was no request for pre-approval of payments.

New Vendors: Philip Cross – Program Presenter
Greenwood Lake Public Library – Lost Book Remittance
Jason Reilly Co., LLC – Program Presenter
Andrew Koblick, CPA – Program Presenter

F. Financial Reports

Accountant’s Report:

The Board approved the Accountant’s Report dated May 31, 2017, as submitted by Joseph Modafferi, the Library’s Accountant, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 5 Noes: 0 Motion carried

Mr. Modafferi stated that in presenting the financial statements for May 2017, the cash balances are in agreement with the Treasurer’s report.

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

<u>Transfer from:</u>		<u>Transfer to:</u>	
Contingency:	\$4000.	Telephone:	\$ 500.
		Professional Services	3500.
Total	\$4000	Total	\$4000.

Ayes: 5 Noes: 0 Motion carried

Treasurer’s Report:

The Board approved the Treasurer’s Report dated May 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

The Board approved the Treasurer’s Report dated June 1 – 30, 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

He also advised the Board that financially we have an adequate cash flow to carry us through September when we start to collect our tax monies.

G. Personnel

The Board reviewed the following personnel changes made in June and July, 2017, which were approved at the June 19, 2017 Board Meeting:

2 Promotions:

June 16, 2017 – Angela Kracjar – Librarian II – Head of Adult and Technical Services

July 1, 2017 – Lauren Banks – Librarian II – Children’s Services

1 – New Hire:

July 5, 2017 – Lori Salotto – Librarian I – Adult Services

H. Sub-Committee Reports:

Long Term Planning: The Committee did not meet this month. Chris Titze of Tourne Group now has all the information he needs to complete the first draft of the *Long Term Planning* document. He will be meeting with Mrs. Bell on Thursday, July 27, 2017. He plans to present it to the Committee in mid-August and to the Board at the August 28, 2017 meeting.

Policy Committee: The Policy Committee did not meet this month. The Committee is planning to schedule a meeting in September 2017.

Contract Committee: The Contract Committee received the Service Proposal from RBC Networks this evening. The Ad Hoc Committee will meet prior to the August 28, 2017 Board of Trustees meeting to review the two (2) proposals they have received to date.

Safety and Security Committee: The Committee did not meet this month. A meeting will be scheduled as soon as they receive a summary of the Disaster Plans from other libraries, which Mrs. Bell is currently working on.

Negotiations Committee: The Committee met and reviewed documents they received from the attorney and will advise the Library Association they have a proposal prepared for the negotiations of the next contract.

Audit Committee: The Audit Committee did not meet this month.

I. Director’s Report

Duct Work: Mrs. Bell advised that she is still waiting to hear from Reddi-Alarm regarding a proposal for replacing the alarms in the ducts.

Bathroom Project: Mrs. Bell is waiting for more information from Gisolfi Associates regarding the bathroom project. Peter Gisolfi has been on vacation and Sandy Mintzes, who has always been our designated architect, has retired. She anticipates having more information next month.

Outdoor Stairs: Mrs. Bell expects to have information and estimates for the outdoor stair replacement at the next meeting.

Elevator Replacement: We have been advised that we can file for a New York State library construction grant if the replacement of the elevator is declared an emergency and the project is a full modernization rather than a repair. This is surely an emergency due to the fact that the elevator has been out of service for weeks, and our patrons and staff are seriously affected by the problem. We will be receiving a proposal from Liberty Elevator, which recently evaluated the elevator, in the immediate future.

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 declares a state of emergency requiring the modernization of the elevator in the Nanuet Public Library building.

Ayes: 5 Noes: 0 Motion carried

There will be meeting of the Contract Committee and Liberty Elevator to discuss the situation.

Friends of the Nanuet Public Library: The Board thanked the Friends of the Library for the gift of five thousand dollars (\$5000.) to be used as needed by the Library.

The Board approved the Director's Report dated July 24, 2017, as submitted, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

J. 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.

Major items discussed were the issue of the modernization of the elevator and the repair of the parking lot.

Certification of the 2017-18 Voting Results:

On motion by Michelle Mattei, seconded by Sheila O'Brien, the following resolution was approved:

RESOLVED, That the Nanuet Public Library Board of Trustees approves and accepts the results of the School and Library Budget election held on May 16, 2017, as attached.

Ayes: 5 Noes: 0 Motion carried

K. New Business:

Parking Lot Repairs:

The Board reviewed the proposals submitted for the repair and reconditioning of the parking lot. The Library received proposals from All-Star Seal Coating, All County Asphalt and Curti's Landscaping. After reviewing the proposals at length, the Board approved the award of the project to Curti's Landscaping.

RESOLVED, That the Nanuet Library Board of Trustees award the contract for repairing and reconditioning the Library's parking lot at a cost not to exceed nine thousand five hundred dollars (\$9500.)

Ayes: 5 Noes: 0 Motion carried

Next Meeting Date: The Board confirmed the next meeting date as Monday, August 28, 2017 at 630PM, in the Nanuet Public Library.

Mrs. Bell was asked about the status of the shed in the parking lot and ivy on the property. She replied that our Head Custodian Paul Thierman, has been clearing out the shed and the ivy is going to be sprayed.

L. Public Forum

There were no members of the public present.

The Board recessed into Executive Session at 8:30PM, to discuss a personnel matter, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

The Board reconvened into Public session at 9:14 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 9:15 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
NANUET PUBLIC LIBRARY
BOARD OF TRUSTEES

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