

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD NOVEMBER 26, 2018

Members Present: Sheila O'Brien, Daniel Lombardo, Amy Andrews

Members Absent: Michelle Mattei, Jean Cappiello

Others Present: Howard Heffler – Library Treasurer

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 Report
- G.** Director's Report
- H.** Old Business
- I.** New Business
- J.** Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 6:32 PM by Sheila O'Brien.

A. Approval of Minutes

The board approved the minutes of the October meeting.

Ayes: 3 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 the 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.

No members of the public were present.

C. Approval of Warrants

Motion to accept Warrant No. 4a dated October, 2018, was approved.

Ayes: 3 Noes: 0 Motion carried

Warrant No. 5:

The Tech Spectrum report was discussed - they advise switching from Restore RX Program to Deep Freeze system restore software. Michelle approved on November 12th and signed.

Motion to accept Warrant No. 5 dated November, 2018 was approved.

Ayes: 3 Noes: 0 Motion Carried

New Vendors - The following new vendors were added to QuickBooks this month:

Faronics – Computer management software (Deep Freeze)

Pre-approval of program payments for December

Motion to pay the following bills for December programs was approved:

- December 10 – Bach to Rock – Glee Wanna Be - \$85.00
- December 12 – Rochelle Cox – Intermediate Canasta (5@\$75) - \$375.00
- December 15 – Fran Roesemann – Music with Miss Fran - \$125.00

Ayes: 3 Noes: 0 Motion carried

D. Financial Reports

Accountant’s Report

Motion to table was approved until next meeting

Ayes: 3 Noes: 0 Motion carried

Treasurer’s Report

\$1,898,625 in tax revenue was received in the beginning of October before the meeting. \$506,300 was received after, and then another \$310,152 in November.

To date, the library has received a total of \$2,715,077 out of \$2,954,300, 91.9% which is exactly the same percentage as it was last year at this time.

The Brunsmann Library Scholarship was discussed. The scholarship is awarded by the LARC Association. A \$1,000 scholarship can be awarded to a person from any library who is going to library school. The scholarship is not always awarded as there may not be anyone going to library school that year.

A discussion about outstanding checks from January and April brought about the question of when checks issued by the library become void. Checks issued by the library become void a year after they are issued.

The Board approved the Treasurer’s Report for October, 2018 as submitted by Howard Heffler, the Library’s Treasurer.

Ayes: 3 Noes: 0 Motion carried

E. Personnel

The November Personnel Report includes:

Re-Hire: October 15, 2018 – Peggy Ann Sullivan – Clerk Substitute
New Hire: November 15, 2018 – Samantha Sambrato – Library Assistant PT
New Title: November 16, 2018 – Jesse Knapp – Clerk Substitute

Motion to accept all personnel changes for November was granted.

Ayes: 3 Noes: 0 Motion carried

F. Sub-Committee Reports

Long term planning committee:

No changes since last month with chair purchases.

Mary provided information on response from John Mulgrew, chief of staff for David Carlucci. Information given states it can take months to a year for grant approval. Related to the elevator, need to let contractors know. Probably need some sort of documentation confirming completion. Money was signed off by NYS legislature subject to Chapter 15 law. They allocated money for how much they will potentially need. Will follow up with Mulgrew on process.

Decided last month to approve one of the bathroom renovations.

Policy committee:

When there is a new director they will start working on the list. Michelle was asking for policy list to show what was due and when. Mary is putting together new policy binders. Required to have a sexual harassment policy in place by NYS law. In September, Gretchen had presented them with a sexual harassment policy, which was put on hold because RCLS had retained Ellen to prepare one. She did, but in addition, need to adopt information to hand out to the public to fill in so this is the first reading. There is required training. If you receive it at your current place of employment and get a certificate, if you present it showing completion, you do not have to take the library one according to Grace from RCLS.

Contract committee:

Did not meet.

Safety and Security Committee:

Did not meet

Negotiations committee:

Done

Audit committee:

No activity

Old Business:

Directors Report (not official)

Review of Mary's recent email. In Mary's status report on SED grant approval status, she indicated that Savin Engineers was informed by the New York SED on 11/8/18 that the prescreening process for the filing has begun. Savin informed her that this was part of the approval process. It normally takes about a month once it is completed. The library must notify the SED on how they would like to proceed with

the review process. The standard SED process is approximately 40 weeks. If the library hires a third party, it takes approximately 8 weeks at a cost of \$7,700. Other than the time, the additional advantage of engaging a third party is that if we are deficient in the submission, they'll help us correct it in real time, rather than just getting rejected.

Need to be prepared to give a decision to Savin in early December about whether or not we want to go through the third party review process or not. Our contact at Carlucci's office had not heard of this option. The cost is the main drawback of going this route.

SED= State Education Department

Motion to approve third party reviewer at \$7,700 (as quoted) was passed.

Ayes: 3 Noes: 0 Motion carried

Tree was removed by Majestic.

Provide board with policy schedules.

Copy and submit semi-annual reviews (Not allowed to have them unless there is a legal need. Just want to know if they have been done).

Confirm semi-annual reviews were completed and when they were done.

Tech Spectrum will provide monthly reports going forward.

Possible establishment for a notary public is still on hold pending new director.

Check with Tech Spectrum regarding status of web page (Lauren has been engaged with another company regarding this). Put on hold for new director.

Job postings

Performance reports

New Business:

Next meeting date to be December 17th.

Public Forum:

No members of the public were present at the meeting.

No further business appearing, the board adjourned the meeting at 7:27 PM on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Respectfully Submitted,

Amanda Bettello (from recording)

