

MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 2/26/18

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

Members Absent: None

Others Present: Joseph Modafferi - Accountant
Howard Heffler – Treasurer
Marta Russell – Clerk to the Board

Others Absent: Gretchen Bell – Nanuet Public Library Director

AGENDA

- Pledge of Allegiance
- A. Roll Call - Approval of Minutes
- B. Public Forum
- C. Discussion: Secretary vs. District Clerk to the Board
- 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 meeting held on January 22, 2018 with the following changes, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Page 4 – Safety and Security Committee...The Safety and Security Committee did not meet, because Mrs. Bell is still working on the final draft of the Disaster Recovery Plan to make it appropriate for the Nanuet Public Library.

Page 4 – Director's Report – Family Bathroom...The staff has selected the plan they feel would be best for the family bathroom. We have submitted it to the architect who will provide an architectural drawing which we can use to get quotes for the project.

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.

There were no members of the public present.

C. Discussion: Secretary Vs: District Clerk to the Board

The Board discussed the issue of appointing a sitting Board Member as the Clerk to the Board, which had never been done in the past. Mrs. Cappiello was appointed to the position of **Secretary** at the January 22, 2018 meeting after it was noted at the RCLS **meeting-trustee training** that it is a legal requirement. The Board discussed the issue of the appointment and noted it should be added to the Library Bylaws. The bylaws will be studied after which a motion to amend them will be presented to the Board.

D. Approval of Warrants

Warrant #8 dated February, 2018 was submitted to the Board for approval. ~~and~~ It was approved on motion by Michelle Mattei, seconded by Paul Dublanyk, after a lengthy discussion regarding various payments and the deletion of payments to RBC and Curti's.

Ayes: 5 Noes: 0 Motion carried

There will be further research ~~of~~ **on** the February 2018 warrant made by the Senior Account Clerk, the Accountant and the Treasurer... the results of which will be presented to the Board at the March 26, 2018 meeting.

Pre-Approval of Payments: There were no payments submitted for preapproval.

New Vendor Report – Added to QuickBooks:

ELM Inc. – DVD Cleaning Supplies
Richard P. Feingold – Program Presenter
Global Compliance Network, Inc. – OnlineTutorials
Kristie Revicki – Employee Reimbursement

E. Financials

Accountant's Report:

The Board approved the Accountant's Report dated January 31, 2018 as submitted by Joseph Modafferi, the Library's Accountant, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 5 Noes: 0 Motion carried

Mr. Modafferi advised the Board that several accounts were running higher than originally budgeted, and he would return to the Board at a later date with a request for a budget transfer after a further review of the accounts.

Mr. Modafferi 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 January 1, 2018 to January 31, 2018, 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 reported that we ~~had~~ have received an additional payment from the School District in the amount of one hundred eighty-nine thousand and five hundred thirty nine dollars (\$189,539), which leaves us with a balance due of forty three thousand three hundred sixty two dollars (43,362) of our taxes. We have received ninety eight and half percent (98-1/2%) of our total taxes due.

Mr. Heffler responded to a question from Ms. Mattei regarding several outstanding checks, advising her that he is researching the reason the checks have not yet been cashed. If he doesn’t receive any further clear information, he will void the checks and reissue them if necessary.

F. Personnel

There were no Personnel changes this month.

G. Sub-Committee Reports:

Long Term Planning: The Committee did not meet this month.

Policy Committee: The Policy Committee did not meet this month. They plan to schedule a meeting in March 2018. Mrs. O’Brien reported that she has checked the dates on all the policies, and a procedure for ongoing reviews of them is going to be established.

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

Safety and Security Committee: The Safety and Security Committee did not meet pending receipt of the final draft for the DRP plan from Mrs. Bell.

Negotiations Committee: The Negotiations Committee did not meet. They are awaiting further input from the staff.

Audit Committee: The Audit Committee did not meet. The audit is now in progress and Mr. Modafferi will meet with the Committee after he has received the report from the auditors.

G. Director’s Report

The Board reviewed the Director’s Report dated February 26, 2018 and commented on the following various items:

Ms. Mattei asked for specific dates and times for several items Mrs. Bell reported in her report.

She also had questions regarding the results of the initial meeting Mrs. Bell and some of the library staff had with representatives from Savin Engineers and Barile Gallagher & Associates, on February 16, 2018 regarding the Elevator Replacement Project.

Mrs. Cappiello spoke to the tragedy which occurred in the school in Florida recently. She asked what resources the library has in place to avoid a similar occurrence in the library. Mr. Lombardo and the other members of the Board explained that the staff has had a training session with ~~staff from~~ the Clarkstown police, and detailed the issues covered at that training. It was suggested a schedule be put in place to schedule regular training sessions for staff.

Mrs. Cappiello also told the Board that the school has a resource called “shared 911” where any serious incident that occurs at the school is reported to the Clarkstown police. Mr. Lombardo told her he would check with Mrs. Bell regarding the library having the same access to the Clarkstown PD.

The Board also expressed concern regarding the costs involved in staff members attending various professional conferences.

2017 Annual Report: Mrs. Bell included a copy of the annual report which was filed with RCLS on February 5, 2018. After quickly reviewing the report, the Board passed a motion to postpone approval of the report until they have additional time to review and discuss it, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 5 Noes: 0 Motion carried

On motion by Michelle Mattei, seconded by Sheila O’Brien, the Board approved the motion to postpone approval of the Director’s February Report until the March meeting.

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.

Specific items discussed were the first report from Tech Spectrum, mailing of ~~the~~ 2018-19 Budget Brochure, additional information regarding the replacement of the stairs in the back of the building, imminent removal of the ivy plants in the back of the building, update of the library website for the Museum Passes etc.

J. New Business

Next Meeting Date – The next regular Board Meeting of the Nanuet Public Library Board of Trustees will be held on Monday, March 26, 2018 at 6:30 PM in the Nanuet Public Library.

K. Public Forum

There were no members of the public present.

The Board recessed the meeting at 7:48 PM to go into Executive Session to discuss a personnel issue, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 5 Noes: 0 Motion carried

The Board reconvened into Public Session at 8:04 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 8:05 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5

Noes: 0

Motion carried

Respectfully submitted,

Marta Russell

**Library District Clerk to the Board of Trustees
NANUET PUBLIC LIBRARY**

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