

MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 8/20/18

Members Present: Michelle Mattei, Sheila O'Brien, Daniel Lombardo, Jean Cappiello, Amy Andrews

Members Absent: None

Others Present: Gretchen Bell - Library Director
Howard Heffler - (Left 7:30PM)
Marta Russell

AGENDA

- Pledge of Allegiance
- A. Election of New Officers
- B. Roll Call - Approval of Minutes
- C. Public Forum
- 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 Clerk, Marta Russell.

A. Election of New Officers

The Board Clerk called for nominations for the Office of President of the Nanuet Public Library Board of Trustees.

Michelle Mattei was nominated for the Office of Board President on motion by Daniel Lombardo, seconded by Sheila O'Brien.

No other nominations forthcoming, Michelle Mattei was unanimously elected President of the NPL Board of Trustees.

Ayes: 5 Noes: 0 Motion carried

Ms. Russell administered the Oath of Allegiance to Ms. Mattei, and Ms. Mattei assumed her seat.

Ms. Mattie called for nominations for the Office of Vice President of the Nanuet Public Library Board of Trustees.

Sheila O'Brien was nominated for the Office of Vice-President on motion by Daniel Lombardo, seconded by Jean Cappiello.

No other nominations forthcoming, Sheila O'Brien was unanimously elected Vice President of the NPL Board of Trustees.

Ayes: 5 Noes: 0 Motion carried

Ms. Russell administered the Oath of Allegiance to Ms. O'Brien, and Ms. O'Brien assumed her seat.

B. Approval of Minutes

The minutes of the July 23, 2018 meeting were approved by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

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.

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.

D. Approval of Warrants

After a lengthy discussion regarding Check #13566 to "Overdrive", the Board approved Warrant #2 dated August, 2018, with the exclusion of Check #13566, on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

Mrs. Bell advised the Board that she would research the invoice and payment to Overdrive and let them know the circumstances behind the payment.

New Vendors - CCP Solutions – Equipment Purchase – Scanx BookScan Center

Early Approval of Payments for September, 2018:

12- Sep	Francis Menotti	Dinner and A Magician	\$700.00
18- Sep	Linda Newman	Knitting Honorarium (April – August)	300.00
20-Sep	Party by Lisa	Family Craft – Pizza Cakes	150.00
27-Sep	Phyllis Damiano	Crochet A Scarf	200.00
<u>Total all Programs</u>			\$1,350.00

Payments will be made after the programs are completed.

E. Financial Reports

Accountant's Report: The Board approved a resolution to postpone the Accountant's Report for the months of May, June, July and August, 2018, due to Mr. Modafferri's absence, on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

Mr. Modafferri was unable to attend the meeting due to a previous commitment made prior to the change of date of the August Board meeting.

Ms. Mattei asked Mrs. Bell to remind Mr. Modafferri of all the monthly reports that will be due at the September board meeting.

Treasurer's Report:

The Board approved the Treasurer's Report dated July 1-31, 2018 as submitted by Howard Heffler, the Library's Treasurer, on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

Mr. Heffler advised the Board that the library has an adequate cash balance to cover all expenses until we start receiving our tax monies from the Nanuet School District at the end of September, 2018.

Regarding a question about an uncashed check, Mr. Heffler told the Board he would discuss the check again with Mary Heffler, Account Clerk, when she returned from vacation and report back to them.

F. Personnel

Resignations: The Board approved the following resolution on motion by Sheila O'Brien, seconded by Daniel Lombardo:

- RESOLVED, That the Nanuet Library Board accepts the following resignations:**
August 1, 2018 – Sarah Varghese - Page
August 14, 2018 – John McKiernan – Page
August 17, 2018 – Raul Cintron – Librarian Assistant – PT
August 20, 2018 – Jenna Dammacco – Page

Ayes: 5 Noes: 0 Motion carried

New Hires: The Board approved the following resolution on motion by Sheila O'Brien, seconded by Daniel Lombardo:

- RESOLVED, That the Nanuet Library Board approves the following new hires:**
July 30, 2018 – Kiara Baez - Page
July 30, 2018 – Isabella Dejoy – Page
July 30, 2018 – Theresa Girvan - Page
July 30, 2018 – Ariana Paness – Page
July 30, 2018 - Christopher Potenza – Page
July 30, 2018 - Adalina Ramunno – Page
July 30, 2018 - Noah Shupe – Page
July 30, 2018 - AmandaTang – Page

Ayes: 5 Noes: 0 Motion carried

G. Sub-Committee Reports

Long Term Planning: The LTP Committee did not meet. However, the Trustees asked when we would be discussing the Master Building Plan. Mrs. Bell advised the Board that Paul Mays of the architectural firm of Butler Rowland Mays would be in the building on Wednesday, August 29, 2018 at 10:00 AM to meet with her and the staff regarding the building plans and they were all welcome to attend the meeting and discuss any issue with him.

Policy Committee: The following Policies were submitted for final readings and approved effective August 20, 2018, on motion by Sheila O'Brien, seconded by Daniel Lombardo:

Public Library Trustee Ethics Statement
By - Laws of the Board of Trustees of the Nanuet Public Library
Procurement Policy
Bulletin Board Usage
Program Policy
Volunteer Policy

Ayes: 5 Noes: 0 Motion carried

The **Reconsideration of Library Materials Policy** was submitted for approval and after a discussion and some changes, the reading was approved on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

The final reading of this policy will be held at the September 24, 2018 meeting.

The **Conduct Policy** was put on hold.

Contract Committee - The Committee did not meet.

Safety and Security Committee: The Committee did not meet.

Audit Committee: The audit for 2015-2016 has been completed. The RFP (Request for Proposal) for an independent auditor was submitted to R.S. Abrams & Co., Baldessari & Coster LLP and Berard & Associates.

Negotiations: The Board approved the salary rate proposal for the **non-association employees** on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

H. Director's Report

Buildings and Grounds: The Nanuet school District never responded to requests to participate in the removal of the stairs and reseeding the area. We are accepting Majestic's proposal for the removal of the steps and reseeding.

Elevator: Savin is ready to submit the information to the SED regarding the elevator project. We have provided him with the library's *Long Range Plan* and the school district's Director of Facilities has said he will send us the school district's *5-year Capital Facilities Plan*. Mrs. Bell and Ms. Mattei advised the Board that Senator Carlucci offered to help us if we run into a problem with the State regarding the elevator project.

Painting: The reading lounge, new book area and the long wall in the teen area plus various other areas in the library will be painted Labor Day Weekend by Price-Less Painting.

Little Free Library: The Little Free Library, sponsored and funded by the Friends of the Nanuet Library, has been installed at Lake Nanuet with great response from the community. We are giving some thought to installing one at the Nanuet Train Station and one at the Highview Playground.

Molestation and Abuse Policy: As requested by Ms. O'Brien and other members of the Board, Ms. Bell contacted Sheldon Horowitz, the library's insurance broker, regarding coverage for harassment and abuse. Ms. O'Brien reviewed the information supplied by Mr. Horowitz. The Board held a lengthy discussion about the information provided and also discussed other similar areas, *i.e.* the E.E.O, molestation and abuse, discrimination, E&O insurance, definition of "*wrongful act*". The Board requested Mrs. Bell contact Mr. Horowitz again and ask him to provide us with an *E&O portal*. Ms. O'Brien will continue studying the information we have and report back to the Board.

Tech Spectrum Consulting Inc.: Tech Spectrum has advised that they will begin to build the Library's new website when the agreement provided to the Board for their approval is signed. They have agreed to bill the library as the site is developed rather than requesting a fifty percent deposit. As to a question regarding whether they are following ADA requirements, the Board requested Mrs. Bell contact RCLS and other libraries to inquire what standards they are using.

The Board also reviewed Tech Spectrum's July report of what they have accomplished with reference to the condition of the library's computer setup.

In addition, the Board reviewed Tech Spectrum's invoice dated 6/1-30/2018 and found items which they requested Mrs. Bell discuss with Tech Spectrum.

ADA Compliance Bathroom: The Board discussed the still unresolved issues regarding the renovation of the children's bathroom to make it ADA compliant and family friendly and requested Mrs. Bell discuss the issue of space constraints with Mr. Mays when he visits the library on August 29, 2018.

Public Comments: Mrs. Bell advised that we received a letter from Mrs. Pat Dudek praising Kristen McInerney for the great work she does with the adult programs. She has also received comments complimenting Art Aldrich, who runs the defensive driving course at the library.

The Board approved the Director's Report, as submitted on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5

Noes: 0

Motion carried

Howard Heffler left the meeting at 7:30 PM.

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.

Items discussed at length were Harassment, Abuse and Molestation, Errors and Omissions, ADA compliant bathroom, etc.

J. New Business

Next Meeting Date: The next regular meeting of the Nanuet Public Library Board of Trustees will be held on Monday, September 24, 2018, at 6:30 PM in the Library.

K. Public Forum

There were no members of the public present.

The Board recessed into Executive Session at 8:16 PM, to discuss personnel issues on motion by Sheila O'Brien, seconded by Daniel Lombardo

Ayes: 5 Noes: 0 Motion carried

The Board reconvened into Public Session at 9:15 PM, on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

No other business appearing, the Board adjourned the meeting at 9:16 PM, on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

Respectfully submitted,

Marta Russell
Clerk to the Board of Trustees
NANUET PUBLIC LIBRARY

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