

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD JANUARY 28, 2019

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

Members Absent:

Others Present: Howard Heffler – Library Treasurer
Joseph Modafferri- Library Accountant,
Jessica Bowen, Director

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 approximately 6:30pm by Michelle Mattei.

- A.** **Approval of Minutes**
The minutes from the December 17, 2018 board meeting were not available to be reviewed.

- 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.

According to the Public Forum Policy revision dated March 27, 2012, 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.

No members of the public were present.

C. Approval of Warrants

Warrant No. 6A, dated December, 2018 approved on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Warrant No. 7, dated January, 2019 approved on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

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

Exemplis – Furniture (Community Room Chairs)
Kaufer, Nancy – Program Presenter

Preapproval of Payments:

On motion by Daniel Lombardo, seconded by Sheila O'Brien, the following February 2019 program invoices were pre-approved:

February 13, 2019 – R. Rubinetti Cappiello – What is Telepathy \$200.00
February 14, 2019 – JW Tumbles – Tumble Time (6@\$80) \$480.00
February 16, 2019 – Kurt Gallagher – Winter Music Concert \$175.00
February 17, 2019 – Party by Lisa – Family Craft – St. Par's Wreath \$150.00
February 20, 2019 – R. Rubinetti Cappiello – Dinner & Mediation \$200.00
February 23, 2019 – Sarah Norshield – Silly Stories with Miss Sarah \$125.00

Ayes: 5 Noes: 0 Motion carried

Payments will be made after the programs are completed.

D. Financial Reports

Accountant's Report

The Board approved the Accountant's Report dated November 30, 2018 as submitted by Joseph Modafferri, on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

The Board approved the Accountant's Report dated December 31, 2018 as submitted by Joseph Modafferri, on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

Treasurer's report:

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

Ayes: 5 Noes: 0 Motion carried

Howard Heffler stated the 98% of the taxes for the library had been collected.

Howard Heffler will be reviewing outstanding check #s 13139, 13317, and 13340

E. Personnel

January 7, 2019 – Marta Russell – Clerk to the Board (Vacated – Death)

The board approved on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

There was discuss about the job description for the Clerk to the Board. Joseph Modafferri and Howard Heffler will review the current description for this position.

F. Sub-Committee Reports

Long term planning committee:

Sheila O'Brien and representative of Butler Rowland & Mays had a meeting scheduled for today, December 17, 2018 which was postponed. They will reschedule the meeting for mid January 2019 to discuss the master plan.

Policy committee:

Did not meet.

Contract committee:

Did not meet

Safety and Security:

Did not meet – waiting until new Director is appointed.

Negotiations committee:

Did not meet

Audit committee:

Did not meet

Director's Report (not official)

No Director's Report.

G. Old Business:

Howard Heffler will be reviewing outstanding check #s 13139, 13317, and 13340

H. New Business:

The next Regular Meeting of the Nanuet Board of Trustees will be held on Monday February 25, 2019 at 6:30pm in the library.

I. Public Forum:

No members of the public were present at this meeting.

No further business appearing, the board adjourned the meeting at 7:40 PM on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Respectfully Submitted,

Jean Cappiello