

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD FEBRUARY 25, 2019

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

Members Absent: None

Others Present: Jessica Bowen – Director
Howard Heffler – Library Treasurer
Joseph Modafferi – Library Accountant
Rob Manea – Tech Spectrum / Frontline Data Services

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 6:30PM PM by Michelle Mattei.

A. Approval of Minutes

The Board approved the minutes of the meeting held on November 26, 2018 on motion by Sheila O'Brien, seconded by Daniel Lombardo.

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.

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 Number 8 dated February, 2019 was approved on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

New Vendors

There were no new vendors paid in February.

Preapproval of Payments:

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

- March 16 – Kurt Gallagher – Winter Music concert - \$175.00
- March 18 – Catherine Rubin – Toddler Tunes (4 @ \$85) - \$340.00
- March 19 – Linda Newman – Knit Club (Qtrly Honorarium) - \$150.00
- March 21 – Fran Roesemann – Music with Miss Fran (3 @ \$125) - \$375.00
- March 28 – Pat McCarthy – Quilting (Qtrly Honorarium) - \$150.00

Ayes: 5 Noes: 0 Motion carried

Payments will be made after the programs are completed.

D. Financial Reports

Accountant's Report

We have received the tax revenue expected at this point in the fiscal year, and expect the school to remit another \$50,000 to us on April 1st.

Details of legal costs incurred to date this fiscal year were discussed.

We will present the budget to the public on May 7th at the public budget hearing.

The Board approved the Accountant's Report dated January 31st 2019, as submitted by Joe Modafferi, on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

Treasurer's Report

The only significant revenue item was the tax money that we collected in January from the school.

The Board approved the Treasurer's Report dated January 31, 2019, as submitted by Howard Heffler, on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

E. Personnel

Items discussed included staff meetings, the open Public Information Specialist position, and custodial staffing.

The board approved the following New Hire on motion by Sheila O'Brien, seconded by Daniel Lombardo:

January 28, 2019 – Jessica Gordon – Sub-Librarian

Ayes: 5 Noes: 0 Motion carried

F. Sub-Committee Reports

Long term planning committee:

The last communication with Frank at Savin Engineers indicated that the SED approval process was very close to being completed.

Policy committee:

Have been working with the lawyer on new policies as they come up. Currently working on policy for service animals, as well as a smoking policy. The board can always reach out to other libraries for guidance on policies.

Marketing and Outreach:

Star Press had the newsletter ready to go but we had no money left in our post office account. They suggested that we set up a CAPS account so that the post office can direct debit the cost of mailing the newsletter out of the checking account.

Motion to approve the use of the CAPS account system granted by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Contract committee:

Did not meet

Safety and Security:

Did not meet

Negotiations committee:

Done

Audit Committee:

The public budget hearing is scheduled for the evening of May 7th. The district clerk will let us know when the budget needs to be published for the public. Will also be setting up a meeting with the district superintendent, Dr. McNeil.

The financial audit of our records for the 2016-17 and 2017-18 fiscal years is scheduled to begin on May 14th.

G. Director's Report

Items discussed included the problem of high school students parking in our lot during school hours, the inspection of fire extinguishers, training to fulfill the completion of the anti-sexual harassment policy, and the restroom project.

We are planning a celebration of the library's 125th anniversary to be held sometime over the summer.

There will be a meeting of outgoing and incoming members of the Friends of the Library on the evening of March 28th.

Motion for the approval of the director's report, as submitted by Jessica Bowen, Director, granted by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

H. Old Business:

I. New Business:

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

J. Public Forum:

No members of the public were present at this meeting.

No further business appearing, the board adjourned the meeting at 8:55PM on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5 Noes: 0 Motion carried

Respectfully Submitted,

Amanda Bettello (from recording)