

**MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MEETING HELD APRIL 28, 2015**

**Members Present:** Timothy Donnelly, Arthur Winoker, Brian Booth, Dan Lombardo

**Members Absent:** Mary Noberini

**Others Present:** Gretchen Bell - Library Director  
Howard Heffler - Treasurer  
Joseph Modafferi - Accountant  
Marta Russell – Board Clerk  
Julie Marallo  
Suzanne Congdon 7:55-8:20 PM

**AGENDA**

- A.** Roll Call - Approval of Minutes
- B.** Public Forum
- C.** Approval of Warrants
- D.** Financial Reports
- E.** Personnel
- F.** Sub-Committee Reports
- G.** Old Business
- H.** New Business
- I.** Director’s Report
- J.** Public Forum

The meeting was called to order at 7:00 PM, by the Board President, Tim Donnelly. Mr. Donnelly reported that Dr. Noberini is now in a rehabilitation facility.

The Board recited the Pledge of Allegiance.

**A. Approval of Minutes**

The Board approved the minutes of the March 24, 2015 meeting, with the following correction, on motion by Dan Lombardo, seconded by Brian Booth.

Page 3 – Policy Committee ....Brian Booth handed out *draft copies of the current computer policy with suggested revisions...*

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the minutes of the Special Board Meeting held on April 7, 2015 on motion by Brian Booth, seconded by Arthur Winoker.

Ayes: 4                      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 Public Forum will be limited to a statement of no more than two (2) minutes in length.

No one asked to speak at this time.

**C. Approval of Warrants**

An addendum to Warrant #9B dated March 24, 2015, was approved on motion by Brian Booth, seconded by Dan Lombardo.

Ayes: 4                      Noes: 0                      Motion carried

Warrant #10 dated April 28, 2014 was approved, with the following proviso, on motion by Daniel Lombardo, seconded by Brian Booth.

Ayes: 4                      Noes: 0                      Motion carried

***Check #11197 Pearl River Plumbing & Heating, dba Bertussi, will not be mailed until it is verified that all reports due the library regarding the HVAC project, have been received.***

Warrant #10A dated April 28, 2014 was approved on motion by Brian Booth, seconded by Daniel Lombardo.

Ayes: 4                      Noes: 0                      Motion carried

**D. Financials**

**Accountant’s Report:**

The Board approved the Accountant’s Report dated March 31, 2015, submitted by the Library’s Accountant, Joseph Modafferri, on motion by Arthur Winoker, seconded by Dan Lombardo.

Ayes: 4                      Noes: 0                      Motion carried

On recommendation by Joseph Modafferri, the Board approved the following transfer, on motion by Dan Lombardo, seconded by Brian Booth:

**TRANSFER FROM:**

**TRANSFER TO:**

Books	\$1500	Tuition	\$1000
		Travel	500
<b>TOTAL</b>	<b>\$1500.</b>		<b>\$1500</b>

Ayes: 4                      Noes: 0                      Motion carried

Mr. Modafferri mentioned that the budget line called *Tuition* in the 2014 budget will be named *Staff Development* in the 2015 budget.

**Treasurer’s Report:**

The Board approved the Treasurer’s Report dated March 1, 2015 to March 31, 2015, as submitted by the Library’s Treasurer, Howard Heffler, on motion by Brian Booth, seconded by Arthur Winoker.

Ayes: 4                      Noes: 0                      Motion carried

Howard reported that the Library had received six thousand dollars (\$6000.) from the Friends of the Nanuet Public Library. We also received the final payment of our taxes in the amount of forty six thousand, six hundred and forty seven dollars (\$46,647) from the town.

**E. Personnel**

**Staffing:** Mrs. Bell reported that at the end of June we will be losing two employees. Suzanne Congdon, Full Time Librarian, is moving out of state, and Hannah Bleyer, Less than Full-Time clerk and graphics designer, is also moving out of state. In addition, Julie Marallo will be on maternity leave at the same time.

Suzanne runs the teen programs and Hannah designs our bulletins, newsletters, calendars, graphics etc. They will both be sorely missed. Mrs. Bell noted she has already advertised for Suzanne’s position.

**Board Clerk:** Mr. Donnelly stated that the Trustees have been researching the status of the position of Board Clerk, to determine if the position is considered a confidential position. The definition in the Taylor Law states that depending on the duties of the holder of the position, the appointment can be defined as confidential. This statement was verified by Rockland Civil Service.

As a result of this information, Board approved the following resolution, on motion by Brian Booth, seconded by Dan Lombardo:

**RESOLVED,                      That the Nanuet Library Board of Trustees designates Marta Russell, the Clerk to the Board as a confidential employee.**

Ayes: 4                      Noes: 0                      Motion carried

The position of Clerk to the Board is renewed annually at the beginning of each fiscal year at the Reorganization Meeting.

**Librarian III:** The members of the Board have also been considering the position of Librarian III, in an effort to lighten Mrs. Bell’s load of work. In the past, Rockland Civil Service has denied the appointment of a Librarian III, or an Assistant Director to the library, based on the population of the library. However, at this time, the Board would like to submit a request to the County to establish the position, so that the Library can have the option of filling either one of those positions if they find it necessary. Brian Booth, Dan Lombardo and Mrs. Bell will meet to further study the matter.

**F. Sub-Committee Reports:**

**Long Term Planning Committee:** The committee did not meet this month. A date for the meeting will be scheduled as soon as possible.

**Policy Committee: Gift and Donations Policy:** Mrs. Bell submitted an amended copy of the Library’s Gift and Donation Policy for the Board’s approval. After reviewing the changes, the Board approved the following resolution, on motion by Brian Booth, seconded by Dan Lombardo:

**RESOLVED, That the Nanuet Public Library Board of Trustees approves the first reading of the Gift and Donation Policy.**

Ayes: 4                      Noes: 0                      Motion carried

**Library Internet Policy:** The Board approved the following resolution on motion by Brian Booth, seconded by Arthur Winoker:

**RESOLVED, That the Nanuet Public Library Board of Trustees approves the first reading of the Internet Policy.**

Ayes: 4                      Noes: 0                      Motion carried

**Conflict of Interest Policy:** The Board will hold the second reading of the Conflict of Interest Policy at the next meeting.

**Negotiations:** The Negotiations Committee will meet in executive session.

**G. Old Business**

**Bertussi/Savin:** We are awaiting the final reports prior to sending out the check.

**Outstanding Issues:** The Board reviewed the balance of the outstanding issues list submitted by the Board Clerk, noting those items that had been completed and those that are still ongoing. A new report will be submitted to the Board listing those items and any that result from the current meeting.

**Loss Report:** Brian Booth commented that based on the loss report he received, the library had a loss of fifteen thousand dollars (\$15,000) last year. The Board held a lengthy discussion regarding the issue of security in the building. Brian had some information for various options that can be used. Brian also asked Mrs. Bell if she can provide him with the loss report for the first quarter of the year.

**H. New Business**

**Grants:** We have been advised by Senator Carlucci that there is grant money (bullet-aid) available from the Legislature. The Board assigned this project to the Long-term Planning Committee to determine which project we would like to submit.

**Legal Counsel:** The Board requested Mrs. Bell research the manner of legal counsel the other libraries in the county are using. They would like to know if they have pro bono, retainer, per case, etc. Mr. Winoker suggested we make a list of names of the attorneys used by the county libraries.

**Next Meeting Date:** Due to the fact that the next regularly scheduled meeting is Tuesday, May 26, which is the day after Memorial Day, the Board rescheduled the May meeting to Wednesday, May 27, 2015 at 7:00 PM.

**Annual Budget Election:** The date of the Annual Election is Tuesday, May 26, 2015 from 7AM to 9PM. The Board was very concerned that no one submitted a petition for the Board seat which is up for election. They expressed serious concern that there seems to be a lack of interest in the library. Since there are no candidates for the seat, write-ins will qualify for the seat, if they are interested.

