

**MINUTES OF THE BOARD OF TRUSTEES MEETING HELD MARCH 24, 2015**

**Members Present:** Timothy Donnelly, Arthur Winoker (7:05 PM), Brian Booth, Daniel Lombardo

**Members Absent:** Mary Noberini

**Others Present:** Gretchen Bell - Library Director  
Marta Russell – Board Clerk  
Joseph Modafferi – Library Accountant  
Julie Marallo – 7:10 PM  
Suzanne Congdon – 8:05–8:35PM

**AGENDA**

- A.** Roll Call - Approval of Minutes
- B.** Public Forum
- C.** Approval of Warrants
- D.** Financial Reports
- E.** Proposed Budget – 2015-16
- F.** Personnel
- G.** Sub-Committee Reports
- H.** Old Business
- I.** New Business
- J.** Director’s Report
- K.** Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 7:00 PM by the Board President, Timothy Donnelly.

**A. Approval of Minutes**

The Board approved the minutes of the February 24, 2015 meeting, on motion by Brian Booth, seconded by Daniel Lombardo.

Ayes: 3                      Noes: 0                      Motion carried

**B. Public Forum**

No members of the public were present at this time.

Mr. Winoker arrived at this time (7:05PM).

**C. Approval of Warrants**

Warrant #9 dated March 24, 2015 was approved on motion by Daniel Lombardo, seconded by Brian Booth.

Ayes: 4                      Noes: 0                      Motion carried

Warrant #9A dated March 24, 2015 was approved on motion by Brian Booth, seconded by Dan Lombardo.

Ayes: 4                      Noes: 0                      Motion carried

**D. Financial Reports**

**Accountant's Report:**

The Board approved the Accountant's Report dated February 28, 2015, as submitted by Joseph Modafferi, the Library's Accountant, on motion by Dan Lombardo, seconded by Brian Booth.

Ayes: 4                      Noes: 0                      Motion carried

**Treasurer's Report:**

The Board approved the Treasurer's Report dated February 1 – 28, 2013 as submitted by Howard Heffler, the Library's Treasurer, on motion by Brian Booth, seconded by Dan Lombardo.

Ayes: 4                      Noes: 0                      Motion carried

In response to a question from Mr. Donnelly, Howard explained the Library is allowed to invest only in commercial banks authorized to do business in the State of New York, US Treasury bills and bonds, etc., specifically only safe investments.

**E. Proposed 2015-16 Budget**

Joseph Modafferi, the Library Accountant, presented the Board with the proposed budget for the 2015-16 fiscal year. He reviewed the budget line by line explaining the reason for the various increases and/or decreases. He noted that this year the budget is under the State mandated cap as requested by the Board of Trustees.

The Board approved the following resolution on motion by Dan Lombardo, seconded by Brian Booth:

**RESOLVED, THAT THE Board of Education of the Nanuet Union Free School District, Towns of Clarkstown and Orangetown, County of Rockland, raise annually by taxation the amount of two million eight hundred fifty seven, two hundred fifty dollars (\$2,857,250) to be used for public library purposes and is hereby authorized to levy the necessary tax therefore.**

Ayes: 4                      Noes: 0                      Motion carried

**Trustees:**

At this time, Mr. Arthur Winoker announced that he will not be running for another term as trustee of the Nanuet Public Library. Mr. Winoker has been a Trustee of the NPL Board of Trustees since July 1, 2010. The members thanked him for all the hard work he has done and continues to do for the benefit of the library.

In the matter of Dr. Mary Noberini's seat on the Board, the members decided that no decision will be made until we hear further from her family as to her physical status and her decision on the matter.

Petitions for the seat for the Nanuet Public Library of Trustees will be available at the Library's Circulation Desk.

**F. Personnel**

There were no personnel changes this month.

Ayes: 4                      Noes: 0                      Motion carried

**G. Sub-Committee Reports**

**Long Term Planning Committee:**

Tim Donnelly apologized for not getting the minutes to the members before the meeting. He said they would have them within the next twenty four (24) hours. Tim thanked the staff that was present at the meeting for their input.

An issue also discussed at the meeting was updating the Power Point presentation for a new building and getting it out to the public. Also discussed was whether the library should get an outside professional public relations firm to present the varying issues facing the library at this time and get the public's reaction as to whether we should repair the building or replace it. Mrs. Bell has the names of several firms we can contact, and it was also mentioned that the firm used by the Town of Clarkstown for their downtown rezoning project was very good and maybe we should also reach out to them. Dan Lombardo volunteered to research the name of the firm.

At this time, the Board approved the Long Range Plan for 2011-15 mandated by the State, on motion by Brian Booth, seconded by Dan Lombardo:

**RESOLVED, That the Nanuet Public Library Board of Trustees approves “The Nanuet Public Library Long Range Plan – ‘The Nanuet Public Library for Tomorrow 2011-15’”**

Ayes: 4                      Noes: 0                      Motion carried

**Policy Committee:**

Although the Policy Committee did not meet, Brian Booth handed out a draft of the current policy and possible changes that should be considered. He asked the Board to review and comment on the changes, so that when the committee meets, they can produce the policy to present to the full Board for a first reading.

Mr. Winoker asked if a notice of computer policy acceptance will be posted on the computers for the users to view and accept prior to signing on. Mrs. Bell responded that the policy acceptance notice will be posted on the website as soon as the new software (Envisionware) is installed.

**Contract Committee:**

The contract committee did not meet, but will probably schedule a meeting after Mrs. Bell has received estimates and/or proposals from the public relations firms she contacts.

The Board approved the following resolution on motion by Brian Booth, seconded by Daniel Lombardo:

**RESOLVED, That the Nanuet Library Board of Trustees accepts the maintenance estimate submitted by Curti's Landscaping for the period of April through November, 2015 of five thousand one hundred sixty dollars (\$5,160), payable in eight (8) monthly installments.**

Ayes:                      Noes: 0                      Motion carried

This reflects a monthly increase of sixty dollars (\$60).

**Negotiations Committee:**

The Negotiations Committee met on Friday, March 13, 2015. Discussion of the meeting will be tabled until Executive Session is held.

**H. Old Business**

**HVAC- Bertussi/Savin:** Air Kool has discovered that one of our heating units is not running. Letters were exchanged with Bertussi and a letter was sent to Savin; Savin’s response was considered inadequate. The problem still exists, and we cannot have Air Kool fix it because we would void our warranty. We will continue to reach out to all the parties involved in order to finalize the problem.

After a long discussion, the Board approved the following resolution on motion by Brian Booth, seconded by Daniel Lombardo:

**RESOLVED, That the Nanuet Public Library Board of Trustees approves the following: If Bertussi complies with getting the heat working and the second punch list is completed, Gretchen Bell is authorized to make a full payment, upon review of said work by a professional of our choosing.**

Ayes: 4                      Noes; 0                      Motion carried

Mrs. Bell brought up the matter of the final payment due to Savin. Mr. Donnelly’s request for a motion to approve the payment was denied by the Board.

The Board decided to withhold the final payment to Savin Engineering until all issues with Bertussi, Savin and Carrier are resolved.

**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 noting those items and any that result from the current meeting.

**Budget Approval:** At this point, Mr. Modafferi interrupted the meeting to tell the Board that he had found a typographical error in the budget document that had been submitted to them. Although there was no financial change in the document the Board passed the following resolution on motion by Brian Booth, seconded by Daniel Lombardo:

**RESOLVED: That the Nanuet Library Board of Trustees accepts the 2015-16 budget document as amended by Mr. Joseph Modafferi, the Library’s Accountant.**

Ayes: 4                      Noes: 0                      Motion carried

**L. New Business**

There was no new business to be discussed at the meeting.

**J. Director’s Report**

The Board approved the Director’s Report as attached, (Attachment #1) on motion by Brian Booth seconded by Daniel Lombardo.

Ayes: 4

Noes: 0

Motion carried

**K. Public Forum**

No members of the public were present at this time.

The Board went into Executive Session at 8:50PM to discuss negotiations, on motion by Brian Booth, seconded by Daniel Lombardo.

Ayes: 4

Noes: 0

Motion carried

The Board came back into Public Session at 9:43 PM on motion by Dan Lombardo, seconded by Brian Booth.

Ayes: 4

Noes: 0

Motion carried

No further business appearing, the Board adjourned the meeting at 9:44 P.M., on motion by Brian Booth, seconded by Dan Lombardo.

Respectfully submitted,

Marta Russell  
Clerk to the Board  
Nanuet Public Library Board of Trustees

br