

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD MARCH 26, 2016

Members Present: Daniel Lombardo, Michelle Mattei, Sheila O'Brien, Arthur Winoker

Members Absent: Paul Dublanyk

Others Present: Gretchen Bell - Library Director
Howard Heffler – Library Treasurer
Joseph Modafferi – Library Accountant
Sheldon Horowitz

AGENDA

- Pledge of Allegiance
- A.** Roll Call - Approval of Minutes
- B.** Public Forum
- C.** Review of Insurance
- D.** Approval of Warrants
- E.** Financial Reports
- F.** Personnel
- G.** Sub-Committee Report
- H.** Old Business
- I.** Budget
- J.** New Business
- K.** Director's Report
- L.** Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 10:00 AM by the Board President, Daniel Lombardo.

Mr. Lombardo advised the board that Marta Russell, the Clerk to the Board of Trustees, was not present because of medical leave.

A. Approval of Minutes

The Board approved the minutes of the March 5, 2016 meeting with corrections to be made to item F, Safety & Security Committee, and item G, Audits, on motion by Michelle Mattei, seconded by Sheila O'Brien.

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 member of the public chose to speak at this time.

The members of the Board of Trustees introduced themselves to the members of the public.

C. Review of Insurance

Mr. Sheldon Horowitz from Safe Harbour submitted a Schedule of Insurance. Safe Harbor represents a number of libraries in the County. They like to shop insurance companies every three years. The Library's current policy is with Utica Insurance. Endorsements were not attached; Mr. Horowitz will provide those by the next Board meeting.

Liability Insurance:

The only current change is that the carrier increased the insurance for the building to cover the current appraised replacement cost. The carrier writes the policy on at least 80% of replacement cost. The annual premium increase will be about \$200.

Mr. Horowitz will request that Utica Insurance raise the amount of replacement cost for the building.

The liability portion of the insurance has no deductible. Liability is currently covered for \$3,000,000. That covers employees, volunteers, trustees, directors, and officers. Mr. Horowitz will request that the liability portion be increased, and he will report cost of additional coverage to the Board.

The deductible for break-ins or fire is \$2,500 per occurrence.

Mr. Horowitz will ascertain if the insurance has mold coverage.

Discussion held that we should make sure that the Nanuet School District is named on our policy as additional insured.

Any contractor or subcontractor doing work in the building or on the grounds must provide a certificate of insurance, and such certificate should show the Library as additional insured. Expiration dates of certificates should be tracked on the computer, and a new certificate should be requested each year.

Liability claims:

- Trip and falls – five in the last five years.
- Two out of the five produced a small payout.
One pay out was \$8,200 in medical bills, other one was \$5,000 in medical bills

Workers' Compensation Insurance:

There was some discussion regarding Workers' Compensation Insurance. Mr. Horowitz explained the following:

- Insurance is based on payroll
- Rate of insurance is based on number of claims
- If there are no claims, there's a credit
- We receive a dividend check once a year (approximately \$2,000 in 2015)

Workers' compensation claims: There was a minor claim in April, 2014.

The Board agreed to increase the insurable property value of the building on motion by Michelle Mattei, seconded by Sheila O'Brien:

RESOLVED, That the Nanuet Public Library Board of Trustees agrees to increase the insurable property value of the building from \$6,377,791 to \$6,636,170, subject to underwriter's approval, at an approximate annual cost of \$200.

Ayes: 4 Noes: 0 Motion carried

D. Approval of Warrants

Invoices from RBC Networks for computer services and Liberty Elevator for replacement of an emergency lamp were discussed.

Warrant #9 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

E. Financial Reports

Accountant's Report:

The Board approved the Accountant's Report dated January 31, 2016, as submitted by Joseph Modafferri, the Library's Accountant, on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 4 Noes: 0 Motion carried

Mr. Modafferri stated that the computer program problem with Quik Books has been resolved.

At the request of Mr. Modafferri, the Board approved the following budget adjustment, on motion by Sheila O'Brien, seconded by Michelle Mattei:

RESOLVED, That the Nanuet Public Library Board of Trustees approves the following budget adjustment:

DECREASE:		INCREASE:	
Operating Contingency	\$800.	Internet Provider	\$800.

Ayes: 4 Noes: 0 Motion carried

The Board approved the Accountant's Report dated February 29, 2016, as submitted by Joseph Modafferri, the Library's Accountant, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

Treasurer's Report:

The Board approved the Treasurer's Report dated February 1 - 29, 2016, as submitted by Howard Heffler, the Library's Treasurer, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

Howard reported on the \$5,000 grant from the Friends.

There was discussion on rates of fines for overdue items. Mrs. Bell reported that our rates are in line with other libraries in the County. If a patron's fees reach \$10, or they have unreturned materials, borrowing privileges are suspended. Cards that have not been used in five years are purged from the system

- Children's books – 5 cents per day
- Adult books – 10 cents per day
- Museum pass - \$10

New Vendor Report:

Honeywell Instant Alert Call Service – If the library is closed for snow, Mrs. Bell can make one phone call and everyone's phone on the system will receive a notification.

Mr. Lombardo requested that the New Vendor Report be placed on future agendas under warrants.

F. Personnel

There were no personnel changes.

Mr. Lombardo has spoken to Bobbie Russell. Surgery was successful, and she expects a 7-week rehabilitation period. She may be available for some work before then.

G. Sub-Committee Reports

Long-Term Planning Committee:

The survey was completed by The Torne Group. The next phase of assessment will be future use of the library and how people perceive the library. Focus groups will be "persuadables," senior citizens, families, and women. Discussion was held about including a focus group for men.

At the request of Mr. Modafferi, the Board approved the following budget adjustment, on motion by Sheila O'Brien, seconded by Michelle Mattei:

RESOLVED, That the Nanuet Public Library Board of Trustees approves the following budget adjustment to move \$23,000 from Fund Balance to Professional Fees:

DECREASE:		INCREASE:	
Fund Balance	\$23,000	Professional Fees	\$23,000

Ayes: 4 Noes: 0 Motion carried

The Board accepted the proposal from The Torne Group, LLC for the Nanuet Public Library Public Engagement Campaign and Analysis, on motion by Sheila O'Brien, seconded by Michelle Mattei:

RESOLVED, That the Nanuet Public Library Board of Trustees accepts the proposal from The Torne Group, LLC for development of the Nanuet Public Library Public Engagement Campaign and Analysis for a total fee of \$22,852.

Ayes: 4 Noes: 0 Motion carried

Policy Committee:

Membership still has to be determined, and the Committee did not meet, but a revised draft of our Freedom of Information Act policy was prepared and discussed by Sheila O'Brien. It would be useful to use job titles instead of an individual's name as the person responsible for handling requests. The policy should also be put on the website. Sheila O'Brien presented the revised draft, which should be reviewed by an attorney. This will be reviewed again at the next meeting.

We have a whistle-blower policy on the Library website. Mrs. Bell would like the Policy Committee to review it and then also have an attorney review. Mr. Modafferi reminded the Committee that we need procurement and investment policies.

There was discussion about the procedure for reviewing and accepting policies.

Mrs. Bell was asked to contact Jim Riley.

Committee membership was determined:

Policy: Sheila O'Brien and Arthur Winoker

Safety & Security: Michelle Mattei & Sheila O'Brien

Contract Committee: tabled

Safety & Security Committee:

Mrs. Bell receives alerts from Clarkstown by telephone. Other Library personnel have been added to the call list in case Mrs. Bell is not available.

Question was asked: When our panic button is hit, who receives the call? A report will be delivered at the next meeting.

Michelle Mattei reported on the active shooter training presented to the staff by the Clarkstown Police Department and indicated it was very good. Discussion was held about additional training that may be available. Sgt. McCormick has suggested we speak with Detective Robert McDonald regarding training about sex offenders. Ms. Mattei will draft an agenda to give to Mrs. Bell for Detective McDonald to come to speak at a future Board meeting. There was additional discussion about sex offenders living in Nanuet.

Mrs. Bell has set up a small committee of staff members to address some of the issues. The Safety & Security Committee of the Board will meet on April 27 at 10 a.m. The findings will be reported at next Board meeting. Some items will be redacted for the public copy (i.e., location of panic button).

Contract Committee:

The Committee did not meet.

Negotiations Committee:

Staff negotiations will be discussed in executive session.

Pre-Audit Committee: Arthur Winoker and Michelle Mattei

H. Old Business

Outstanding Issues: An outstanding issues list was not available due to Mrs. Russell's absence and resulting time constraints on the staff. The Board reviewed the outstanding issues from previous lists, noting those items that had 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.

Among the items discussed were computer usage and month-by-month comparisons. The Board received the report and reviewed the information. The report will now be part of the monthly statistics report included in the Board packet.

Bobbie Russell, Clerk to the Board, was not able to produce the January Board meeting minutes before going on medical leave. Mary Heffler is working on these minutes.

With reference to the computer equipment and wiring report received from Bob Panzera, the Library's IT consultant, he will work on the estimate. Soon we will be able to accept credit cards for fees due.

Incident Reports: Michelle Mattei asked about a homeless man who had been asked to leave the building for the day by the police. Mrs. Bell explained that he was in the employee parking lot before the Library was open and was belligerent to staff. He came in the building when the library opened, leaving his shopping cart and a suitcase in the employee parking lot. Mrs. Bell contacted the police because of his behavior. The incident report was not included for this meeting because the incident happened in March and the meeting is covering February. The Board requested to be informed of current incidents at every Board meeting, even if the month has not ended.

Update of Bathroom Project: Greenbush Contractors has advised that the plumber will begin work on April 4. They will start with the two staff bathrooms, and then work on the children's bathroom. The bathroom tile will be steam cleaned. Partitions, counters, and fixtures will be replaced. Mrs. Bell is inquiring about building storage space under the counters in the staff bathrooms.

The bathrooms will be updated one at a time so there will not be any significant disturbance in the library. The certificate of insurance will be checked to make sure it is up to date.

Update on Front Door Overhang/Boiler Room Door Project: We have received an email notifying the Library that the grid will be replaced at the contractor's cost if necessary.

Updated Organizational Chart: The Board received a revised organizational chart, reflecting various changes requested by the Board at the last meeting.

Landscape Contract: Current contract with Curti's will expire on 3/31/16. Revised estimate has been received and will include maintenance of the Children's Garden. Other estimates have been received from Nature Scapes Landscaping and Absolute Landscaping. Nature Scapes subcontracts chemicals. The quote from Absolute does not include removal of debris.

Mr. Lombardo requested a motion to accept Curti's proposal for landscaping from April 1, 2016 – March 31, 2017. Ms. Mattei asked to be recused from this vote. The Board accepted the estimate from Curti's on motion by Arthur Winoker, seconded by Sheila O'Brien.

Ayes: 3 Noes: 0 Recused: 1 Motion carried

Next year the Board will review the landscaping contract earlier, possibly in January, so that the decision would not be rushed.

I. Budget

Category line “other” will be changed to “other professional fees”.

Joseph Modafferi will provide a breakdown of hours and salaries for part time (17.5 or less than 17.5 hours/week) and substitute staff.

Discussion was held regarding use of a court reporter to produce Board meeting minutes in the absence of the Clerk to the Board.

On request by Mr. Modafferri the Board approved the following adjustment to the proposed budget for 2016-2017, on motion by Sheila O’Brien, seconded by Michelle Mattei:

TRANSFER FROM:		TRANSFER TO:	
Fund Balance	\$5,000.	Professional Fees	\$5,000.
Ayes: 4	Noes: 0	Motion carried	

The new budget for 2016-2017 is \$2,975,600, taxes to be collected \$2,857,250.

The Board approved the budget as submitted by Joseph Modafferi, with the stated modification, on motion by Sheila O’Brien, seconded by Michelle Mattei:

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 \$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

J. New Business

Next Meeting Date: The next regular meeting of the Nanuet Library Board of Trustees will be held on Saturday, May 7, 2016 at 10:00 AM.

Attorney: Jim Riley is interested in continuing as attorney of record for the Library, but no longer as a volunteer. Daniel Lombardo and Michelle Mattei met with him this week. He confirmed that he is not retiring. He is requesting \$225 per hour. An official proposal for legal advice needs to be obtained. The budget would need to be amended to cover this cost.

Discussion was held and the issue will be tabled for further discussion. The budget would need to be amended to cover the legal advice.

Board Contact List: A new Board contact list was provided. Data was confirmed as correct.

The April programming invoices were approved on motion by Sheila O’Brien, seconded by Michelle Mattei.

Ayes: 4 Noes: 0 Motion carried

Use of Community Room: Mrs. Bell expressed concern that use of the room by a political group might possibly be inappropriate because it could be perceived as political campaigning. The library does not want to be seen as supporting or advocating opinions of groups using the Community Room.

Mrs. Bell would like to gather policies from other local libraries to compare their policies and fees to ours. There is no charge for the room for not-for profit organizations. The current fee for a for-profit organization is \$25. There are additional charges for use of A/V equipment, podium, speaker system, and piano.

Audit Report: An independent auditor, L. L. Abrams, has completed two years of audits for the Library at a cost of \$4,900 per year. Some of the findings and recommendations from those audits have been implemented.

Discussion held:

- Should we have an opportunity to meet with them pre-audit, or post-audit, or both?
- We would need to establish an audit committee.
- Upcoming audit to begin in May for May 31, 2014. We are behind.
- There are not many firms that specialize in doing audits for not-for-profits.
- State Comptroller's Office suggests you look for other accounting firms every three years, but understands if you don't.
- State does not require libraries to have an audit.

Pre-audit committee meeting: Arthur Winoker & Michelle Mattei will meet with the auditors and Joe Modafferi in the next few weeks. Joe will reach out to the auditors for options.

The Board accepted the proposal from L.L. Abrams to prepare our annual audit for the next three years on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 4 Noes: 0 Motion carried

K. Director's Report

Mrs. Bell presented a two-year list of missing library items. These are items that can't be found on shelves. Some items could have been shelved in the wrong place, and sometimes are found at a later date. The amount reflects the current retail price of each item. Missing items are expunged from the list after two years. These items are not the same as items overdue.

Request was made that the Board receive the list in two different formats besides the current list: resorted by year and resorted by collection. It would also be helpful to show the total loss for the year, a key for the codes, and give a better indication of areas where the losses tend to occur.

Discussion was also held on statistical reports, membership activity, circulation of museum passes, and computer usage. Circulation is dropping, but that does not reflect how many patrons use the library materials at the library.

Discussion was held regarding an equipment update by Rockland Lawn Sprinkler. The Board is fully informed.

Discussion held regarding Honeywell Instant Alert.

The Board approved the March 26, 2016 Director's Report, on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 4 Noes: 0 Motion carried

The Board approved the following resolution on motion by Sheila O'Brien, seconded by Michelle Mattei:

RESOLVED, That the Nanuet Public Library Board of Trustees accepts the donation of twelve computers from the Social Security Office to be used for patron Internet access.

Ayes: 4 Noes: 0 Motion carried

L. Public Forum

No member of the public chose to speak at this time.

The Board went into Executive Session at 2:05 PM to discuss negotiations, on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 4 Noes: 0 Motion carried

The Board reconvened into Public Session at on motion by

Ayes: 4 Noes: 0 Motion carried

No further business appearing, the Board adjourned the meeting at PM on motion by Sheila O'Brien, seconded by Michelle Mattei.

Respectfully submitted,

Judy Bettello (from recording)
Court Reporter