

## **MINUTES OF THE BOARD OF TRUSTEES MEETING HELD FEBRUARY 6, 2016**

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

**Members Absent:** None

**Others Present:** Gretchen Bell - Library Director  
Howard Heffler - Treasurer  
Joseph Modafferi - Library Accountant  
Bobbie Russell - Clerk to the Board  
Paul Dublanyk - Guest

### **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.** Old Business
- H.** New Business
- I.** Director's Report
- J.** Public Forum

The Board recited the Pledge of Allegiance

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

Daniel Lombardo was sworn in as President of the Board of Trustees of the Nanuet Public Library.

#### **A. Approval of Minutes**

The Board approved the minutes of the December 26, 2015 meeting on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 3

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. The Board will review statements and make comments if necessary.

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

Michelle Mattei introduced Paul Dublanyk as a potential trustee who was invited to observe the meeting. Mr. Dublanyk provided an overview of his extensive education and experience in various fields, as well as his community service within the town of Nanuet where he has resided since 1972.

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

**C. Approval of Warrants**

Warrants #7 and #7A dated January, 2016 were approved on motion by Danica Sheila O'Brien seconded by Michelle Mattei.

Ayes: 3

Noes: 0

Motion carried

Mrs. Bell and Mr. Heffler responded to the various questions the members of the Board had regarding some of the payments listed on the warrants.

With reference to a payment to the Guggenheim Museum for membership, Mr. Lombardo queried if the Library keeps track of the usage of museum passes, and requested that those statistics be provided to the Board.

**New Item** : Monthly statistics will be provided to the Board regarding the circulation of museum passes.

**D. Financial Reports**

**Accountant's Report:**

The Board approved the Accountant's Report dated October 1 - 31, 2015, as submitted by Joseph Modafferri, the Library's Accountant, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 3    Noes: 0                                  Motion carried

The Board approved the Accountant's Report dated November 1 - 30, 2015, as submitted by Joseph Modafferri, the Library's Accountant, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 3    Noes: 0                                  Motion carried

The Board approved the Accountant's Report dated December 1 - 31, 2015, as submitted by Joseph Modafferri, the Library's Accountant, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 3    Noes: 0                                  Motion carried

**Treasurer's Report:**

The Board approved the Treasurer's Report dated December 1 - 31, 2015, as submitted by Howard Heffler, the Library's Treasurer, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 3    Noes: 0                                  Motion carried

Mr. Heffler reported that as of January 15, 2016 the Library had received 98.4% of the total tax levy. The remaining balance will be paid by the County in April, 2016.

**E. Personnel**

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

**RESOLVED,    That the Nanuet Board of Trustees accepts the resignation of  
Jacob Agar, PAGE, effective December 23, 2015.**

Ayes: 3    Noes: 0                                  Motion carried

Mrs. Bell provided an update regarding the ongoing discussion with Rockland Civil Service about the job description for the Graphic Designer position.

**F. Sub-Committee Reports**

**Long-Term Planning Committee:**

The Torne Group has submitted a draft of its report regarding the Building Project to the Board for comments and questions, and requested that a meeting be set to discuss same. The Board will prepare questions and comments based on the draft and will arrange a meeting with the Torne Group for either February 10 or February 17.

Mrs. Bell reported that The Torne Group suggested that the Library leave the survey up on the website until February 15<sup>th</sup>. The deadline for participating in the survey will be published on the library website.

The Board of Elections will be contacted re: putting the bond referendum on the ballot for the General Election in November.

**Policy Committee:**

The Policy Committee had nothing to report.

**Contract Committee:**

The Contract Committee had nothing to report.

**Negotiations Committee:**

Joe Modafferi reported that he has been in touch with the Staff Association's attorney to assist in moving the negotiations forward.

**RESOLVED,**

**That the Nanuet Board of Trustees designates Joseph Modafferi as the spokesperson for the Board with regard to the ongoing negotiations with the Staff Association and its attorney.**

Ayes: 3

Noes: 0

Motion carried

It was agreed that two Board members will meet in person with the Staff Association representatives in order to accelerate the negotiation process.

**Security & Safety Committee:**

The Security & Safety Committee developed an outline to review safety and security measures at the library.

### **G. Old Business**

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

***New Agenda Item:*** Report of any New Vendors opened in Quickbooks and their purpose

With regard to the Board's discussions of various projects, Mr. Modafferi will provide the Board with a Purchasing Policy for approval in order to clarify the level of Board involvement in library purchases.

**Bathroom Renovations:** Mrs. Bell provided an update on the bathroom renovations with Greenbush Construction.

**Organizational Chart:** The Board received a revised organizational chart as of January, 2016.

**Five Year Plan:** Mrs. Bell will provide a report at the February board meeting reviewing the status of implementing the goals set forth in the previous 5 Year Plan.

**New FOIL Laws:** The Policy Committee will compare the new law to our current policy and update it as needed.

Other items discussed included incident reports, building conditions, record retention, email accounts for Trustees, custodial supply orders & blocking inappropriate websites on public computers.

### **H. New Business**

**Next Meeting Date:** March 5, 2016 at 10:00am

**Budget:** Mr. Modafferi will present a draft of the new budget at the February board meeting; the final budget should be approved at the March board meeting. The Board also discussed the Tax Cap.



Ayes: 3

Noes: 0

Motion carried

**Board of Trustees Applicants:** The Board and Mrs. Bell agreed that future applicants for Trustee positions on the Board will not submit a resume.

### **I. Director's Report**

**Fire & Safety Drills:** A fire drill will be arranged with Reddi Alarm to coincide with their regular alarm inspection. Lockdown and lockout situations were also discussed. Mrs. Bell will discuss same with the police, and inquire about including such information in the upcoming active shooter presentation.

Other items discussed included the Air Kool proposal and the RCLS Direct Access Report.

The Board approved the Director's Report on motion by Ms. Mattei, seconded by Ms. O'Brien.

Ayes: 3

Noes: 0

Motion carried

### **J. Public Forum**

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

The Board adjourned into Executive Session on at 1:35pm on motion by Ms. Mattei, seconded by Ms. O'Brien.

Ayes: 3

Noes: 0

Motion carried

The Board reconvened into Public Session at 2:00pm on motion by Ms. Mattei, seconded by Ms. O'Brien.

Ayes

3

Noes:

0

No further business appearing, the Board adjourned the meeting at 2:02pm on motion by Michelle Mattei, seconded seconded by Sheila O'Brien.

Respectfully submitted,  
Mary Heffler  
Senior Account Clerk  
via recording

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