

MINUTES OF THE REORGANIZATION BOARD OF TRUSTEES MEETING HELD JULY 23, 2016

Members Present: Daniel Lombardo, Michelle Mattei, Sheila O’Brien, Paul Dublanyk

Members Absent: None

Others Present: Gretchen Bell - Library Director
Howard Heffler - Library Treasurer
Marta Russell - Board Clerk
Scott Walters – Trustee-Elect

AGENDA

- Pledge of Allegiance
- A.** Appointment of Board Clerk
Administering Oath of Office to New Trustees
Election of Officers/Administering Oath of Office to Officers
- B.** Consent Reorganization Agenda
- C.** Public Forum
- D.** Approval of Minutes – 6/4/16
6/18/16
- E.** Approval of Warrants
- F.** Financial Reports
- G.** Personnel
- H.** Incident Reports
- I.** Sub-Committee Reports
- J.** Old Business
- K.** New Business
- L.** Director’s Report
- M.** Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 10:00 AM, by the Clerk to the Board, pending the election of a new Board President.

A. Appointment of Board Clerk

On motion by Michelle Mattei, seconded by Sheila O’Brien, Marta Russell was reappointed to the position of Library Board Clerk, who assumed the chair.

Ayes: 5 Noes: 0 Motion carried

Oath of Office administered to newly elected Board Members

Mrs. Russell administered the Oath of Office to Sheila O’Brien, who was elected to the office of trustee on the Nanuet Public Library Board at the elections held on May 17, 2016. Ms. O’Brien term of office is for the period from July 1, 2016 to June 30, 2021.

Mrs. Russell administered the Oath of Office to Paul Dublanyk, who was elected to the office of trustee on the Nanuet Public Library Board at the elections held on May 17, 2016. Mr. Dublanyk’s term of office is for the period from July 1, 2016 to June 30, 2018.

Mrs. Russell administered the Oath of Office to Scott Walters, who was elected to the office of trustee on the Nanuet Public Library Board at the elections held on May 17, 2016. Mr. Walter's term of office is for the period from July 1, 2016 to June 30, 2017. The Board welcomed Mr. Walters to the Board.

Election of Officers/Administering Oath of Office

The Clerk called for nominations from the floor for the office of President of the Nanuet Library Board of Trustees.

Michelle Mattei nominated Daniel Lombardo for the Office of President of the Board. The nomination was seconded by Sheila O'Brien.

Mrs. Russell asked if there were any other nominations for the office of President.

No further nominations forthcoming, the Board Clerk called for a vote for the office of President of the Nanuet Library Board of Trustees.

Ayes: 5 Noes: 0 Motion carried

Mr. Daniel Lombardo was declared President of the Nanuet Public Library Board of Trustees. The Oath of Office was administered to Mr. Lombardo and he assumed the chair of President of the Board of Trustees. The term of office for Mr. Lombardo will be for the year 2016-17.

The President of the Board called for nominations for the office of Vice-President of the Nanuet Public Library Board of Trustees.

Sheila O'Brien nominated Michelle Mattei for the office of Vice-President of the Nanuet Library Board of Trustees. Mr. Dublanyk seconded the nomination.

No further nominations forthcoming, the President of the Board called for a vote for the office of Vice-President of the Nanuet Library Board of Trustees.

Ayes: 5 Noes: 0 Motion carried

Ms. Mattei was declared Vice-President of the Nanuet Library Board of Trustees. Mrs. Russell administered the Oath of Office of Vice-President of the Nanuet Library Board of Trustees to Ms. Mattei who then assumed the chair. The term of office for Ms. Mattei will be for the year 2016-17.

B. Consent Agenda – Reorganization

The Board approved the 2016-17 Reorganization Consent Agenda, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Mrs. Bell reviewed the changes made to the Board Reorganization for the year 2016-17.

C. 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.

There were no members of the public present.

D. Approval of Minutes

The Board approved the minutes of the June 4, 2016 meeting on motion by Michelle Mattei, seconded by O'Brien.

Ayes: 5 Noes: 0 Motion carried

Before final approval, the Board held a discussion on: ***Item C. Bob Panzera – paragraph 2.***

The Board approved the minutes of the June 18, 2016 meeting with the following correction, on motion by Michelle Mattei, seconded by O'Brien.

Page 1 – *Mr. Lombardo welcomed back Marta Russell, The Board Clerk who had been out on **Medical Leave...***

Ayes: 5 Noes: 0 Motion carried

E. Approval Warrants

Warrant #12A dated June 2016, was approved on motion by Michelle Mattei, and seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Warrant #1 dated July, 2016, was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Mr. Dublanyk questioned the cost of the rental of the copy machines and the number of copies made for the month of July. Ms. Bell asked to postpone the question until the next meeting when our Accountant is present due to the fact that Mr. Modafferi has been working with the Senior Account Clerk regarding this issue.

The Board requested that the copier spread sheet include a utilization number detailing how many copies are black and white and how many are color.

Pre-Approval of Payments: There was no request for pre-approval of payments.

New Vendors: There were no new vendors added this month.

F. Financial Reports

Accountant's Report:

Due to the absence of Joseph Modafferi, the Library's Accountant, his report for June, 2016 was postponed on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Treasurer’s Report:

The Board approved the Treasurer’s Report dated June 1 – 30, 2016, as submitted by Howard Heffler, the Library’s Treasurer, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 5 Noes: 0 Motion carried

Howard noted that with regards to the two (2) service charges on our account, one was for a check book charge in the amount of thirty two dollars and fifty cents (\$32.50) which the bank would not reverse...he is still working on the second one for ninety six dollars and forty three cents (\$96.43).

He also advised the Board that financially we have an adequate cash flow to carry us through September when we start to collect our tax monies.

G. Personnel

On motion by Michelle Mattei, seconded by Sheila O’Brien, the Board approved the hiring of the following:

Pages: Alena Augustine, Betty Chen, Karen Mathew Denise Mizhirumbay
 Sarah Verghese, Jenna Dammacco, Sarah Koenig, John McKiernan, Ryan Tang

Effective July 11, 2016.

Ayes: 5 Noes: 0 Motion carried

On motion by Michelle Mattei, seconded by Sheila O’Brien, the Board accepted the following resignation:

Page: Elizabeth Agaronov

Effective July 23, 2016.

Ayes: 5 Noes: 0 Motion carried

On motion by Michelle Mattei, seconded by Sheila O’Brien, the Board approved the permanent appointment of Angela Krajcar to the position of Librarian 1, Young Adult, as of June 1, 2016.

Ayes: 5 Noes: 0 Motion carried

H. Incident Reports

There were no incidents reported this month.

I. Sub-Committee Reports

Long Term Planning: Daniel Lombardo reported that the Long Term planning committee met this month. According to Chris Titze of The Tourne Group, our focus group meetings are eighty-five to ninety-five percent (85-95%) completed, and he anticipates they will be completed by the end of August. The open house meetings will be held in September and October, and he anticipates the project to be completed by November. Chris Titze will also write our five-year plan.

Policy Committee: The Policy Committee did not meet this month. However, Ms. O’Brien said it is time to schedule a meeting, review the records retention policy and the evacuation policy. In response to Ms. O’Brien’s question as to whether we have heard from the attorneys, Mrs. Bell replied that all the new policies have been sent to them but we have yet to hear from them. The Board asked that we contact them regarding the policies.

Contract Committee: The Contract Committee did not meet this month.

Safety and Security: The Safety and Security Committee did not meet. However, Mrs. Bell has provided them with the completed safety questionnaire the Committee had written and given her, and they will plan a meeting to discuss the information received.

Negotiations Committee: At the request of Mrs. Bell, the Board reviewed and reworded a resolution regarding the agreement between the Staff Association and the Library that was approved at the May 7, 2016 Board Meeting.

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

RESOLVED, that the Nanuet Public Library Board of Trustees acknowledges the agreement between the Staff Association and the Library for the years July 1, 2015 – June 30, 2018, and will forward the information to the attorney for completion

Ayes: 5 Noes: 0 Motion carried

All the negotiations information has been forwarded to the attorney's office; however we have still to hear from them.

Audit Committee: The Committee and the Board received copies of the report and the letter from the Library's auditors, R.S.Abrams, for the 2014 audit. Discussion on the report was postponed until Mr. Modafferi, the Library's Accountant, is present.

On motion by Michelle Mattei, seconded by Sheila O'Brien, the Board postponed any further discussion of the report submitted by R.S.Abrams regarding the 2014 audit of the Nanuet Public Library until Mr. Joseph Modafferi is present at the meeting.

Ayes: 5 Noes: 0 Motion carried

J. Outstanding Issues

Outstanding Issues: The Board reviewed 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 any outstanding issues still open or ongoing and any items that result from the current meeting.

Some of the outstanding items discussed were employee performance appraisals, tree cutting estimates, graphic designer position, development of a purchasing policy, loss reports and e-mail account problems, staff development programs.

K. New Business

Next Meeting Date: After a discussion among the Board Members, the date for the next Regular Board of Trustees of the Nanuet Public Library meeting was set for Wednesday, August 24, 2016 at 10:00 AM.

L. Director's Report

Bathrooms: All the bathrooms have been cleaned. A Board Member mentioned that the door to the men's room does not close properly. Mrs. Bell said she would have our custodian check with the contractor, Greenbush Contractors.

It was also mentioned that the doors to the Community Room were also having problems; Mrs. Bell said the custodian is working on the problem.

HVAC: The hot weather has created a problem with humidity and temperature. Air Kool has been here to make adjustments. Air Kool is also studying the various problems and will be sending a recommendation of what to do to solve the matter.

Foil Request: Various libraries have received a FOIL request from attorney Randy Braun for their collective bargaining agreement. We supplied Mr. Braun with the July 1, 2012 – June 30, 2015 agreement. Mr. Braun represents libraries and is interested in reading the various agreements.

Reddi-Alarm: Reddi-Alarm was called in for various lighting issues around the building. They have submitted a proposal to replace all the batteries in the exit lights in the amount of \$300. The Board asked Mrs. Bell to assure that disposal of the old batteries is done properly.

The Director's Report was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

The Board recessed into Executive Session at 11:51 A.M., to discuss a personnel issue, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

The Board reconvened into Public Session at 12:36 P.M., on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

No other business appearing, the Board adjourned the meeting at 12:37.PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Respectfully submitted,

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

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