

**MINUTES OF THE BOARD OF TRUSTEES MEETING HELD MARCH 5, 2016**

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

**Members Absent:** Marta Russell, Clerk to the Board of Trustees

**Others Present:** Gretchen Bell - Library Director  
Howard Heffler – Library Treasurer  
Joseph Modafferri – Library Accountant  
Robert Panzera

**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 Reports
- 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 President, Daniel Lombardo.

Mr. Lombardo advised the Board that Marta Russell, the Clerk to the Board of Trustees, was not present due to illness.

**A. Approval of Minutes**

The minutes of the January 23, 2016 meeting were not available due to Mrs. Russell's illness and were tabled 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.

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

**Change in Agenda**

The Board approved a change in the agenda to have Robert Panzera make his presentation at this time rather than later under Old Business, on motion by Sheila O’Brien, seconded by Michelle Mattei.

Ayes: 3                      Noes: 0                      Motion carried

Robert Panzera of RBC Networks, LLC, which provides IT support for the library, discussed the state of the current wiring in the library and took questions from the Board. He made the following recommendations: dress off the current wires and terminate them at standard patch panel points, label all wires for easy identification, and install additional Access Points, with cat5e cable to support the increased number of portable devices requiring Internet access. In regard to his recommendations, the Board requested that Mr. Panzera provide an estimate for the equipment and installation on both small business and commercial grades. Mr. Panzera also provided a review of the services RBC Networks provides to the library. Mr. Lombardo requested that Mr. Panzera provide a three-year technology plan by the next meeting.

**Oath of Office administered to newly appointed Board Members**

Mr. Paul Dublanyk was appointed to the Board on motion by Sheila O’Brien, seconded by Michelle Mattei.

Ayes: 3                      Noes: 0                      Motion carried

Mr. Lombardo administered the Oath of Office to Mr. Dublanyk. Mr. Dublanyk’s term of office is for the period from March 5, 2016 to June 30, 2016.

Mr. Arthur Winoker was appointed to the Board on motion by Sheila O’Brien, seconded by Michelle Mattei.

Ayes: 3                      Noes: 0                      Motion carried

Mr. Lombardo administered the Oath of Office to Mr. Winoker. Mr. Winoker’s term of office is for the period from March 5, 2016 to June 30, 2016.

**C. Approval of Warrants**

Warrant #8 dated February, 2016 was approved on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 5                      Noes: 0                      Motion carried

Warrant #8A dated February, 2016 was approved on motion by Sheila O’Brien, seconded by Michelle Mattei.

Ayes: 5                      Noes: 0                      Motion carried

Mrs. Bell, Mr. Modafferi and Mr. Heffler responded to various questions the members of the Board had regarding some of the payments listed on the warrants. Mrs. Bell told the Board that work on the bathroom project would begin the week of March 14.

**D. Financial Reports**

**Accountant’s Report:**

The Accountant’s report for January 2016 was tabled at the request of Mr. Modafferi due to an issue with Quick Books, 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 January 1, 2016 – January 31, 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

Mr. Heffler reported that we have received 98.4% of the tax levy.

Mr. Modafferi informed the Board that Rockland County guarantees all real estate taxes.

**E. Personnel**

There are no changes this month.

**F. Sub-Committee Reports**

**Long-Term Planning Committee:** Mr. Lombardo provided background on the survey for the benefit of new members. The Committee met with Chris Titze on February 17. Results of the telephone and online surveys were discussed. The Committee accepted the draft of the report as submitted. Mrs. Bell informed the Board that Chris Titze will provide a proposal for the next step with a cost estimate for the March 26 meeting but would like to meet with the Committee first to be sure that we are all in agreement. The Committee members suggested dates for the meeting. Ms. Mattei informed the Board that we must wait for 2017 to propose a bond as the library can only hold a vote within the school district, which is the area we are chartered to serve. Mr. Modafferi reminded the Board that this service is not budgeted.

**Policy Committee:** Ms. O'Brien has worked on the FOIL policy. Mrs. Bell has met with the staff to review and update the Collection Development Policy. The Committee will meet in the near future when committee membership is established.

**Contract Committee:** The Committee has not met.

**Safety & Security Committee:** The Committee provided Mrs. Bell with a questionnaire soliciting information on internal and external security and safety procedures and equipment.

**Negotiations Committee:** Mr. Lombardo and Mr. Modafferi met with representatives of the Association and their attorney on March 2. Mr. Modafferi explained the Staff Association to the new Board members. Discussion of the negotiations will take place in executive session.

The Board will discuss membership on each of the sub-committees due to changes in the makeup of the Board.

The recorder stopped at this point.

**G. Old Business**

**Outstanding Issues:** The following issues were discussed in the absence of a formal list:

**Roof Warranties:** Warranty information for the library's roofs is still outstanding.

**Audits:** Mr. Modafferi reviewed the audits for the new members. The next audit will take place in April or May, and is the last under our current agreement with L.L. Abrams. Mr. Modafferi was delegated to request a proposal from Abrams for independent auditing services for the fiscal years ending June 30, 2015, June 30,

2016, and June 30, 2017. Ms. Mattei indicated that the current auditors would be acceptable for the next three years.

**Bond:** A schedule for the bond was discussed. Mr. Modafferi indicated that the fund balance would pay for the architect.

**H. New Business**

**Next Meeting Date:** The next regular meeting of the Nanuet Library Board of Trustees will be held on Saturday, March 26, 2016 at 10:00 AM.

**Budget 21016-2017:** Mr. Modafferi provided the Board with the proposed budget, which is under the tax cap of .12 %. The budget must be approved at the next meeting in order to meet the deadlines on the budget calendar.

**Attorney:** Mr. Lombardo and Ms. Mattei will meet with Jim Riley. Sheila O'Brien had spoken with Mario Spagnuolo, who suggested she contact his former firm in Westchester.

**I. Director's Report**

**Director's Report – November 25, 2015:**

**Outdoor Overhang:** The Board accepted the revised proposal from B&B Sweet on the condition that item 6) "Contractor is not responsible for hidden structural flaws in the existing structure," be removed. The Board wants to be sure that the library is covered if the existing grid is not strong enough to support the new tiles.

**Landscaping Spring through Fall:**

Mrs. Bell was asked to develop a template to solicit estimates for landscape maintenance. Curti's had already delivered their proposal, but the cost had increased 10%.

**Annual Report:** The Board approved the following resolution accepting the 2015 Annual Report on motion by Michelle Mattei, seconded by Sheila O'Brien:

**RESOLVED,**                    *That the Library operated in accordance with all provisions of Education Law and the Regulations of the Commissioner, and assures that the "annual Report" was reviewed and accepted by the Library Board on March 5, 2016.*

**Reconsideration of Material:** A patron requested that the DVD *Diary of a Teenage Girl* be removed from our collection. The Board discussed the request, but in accordance with our policies and consideration of reviews of the film, denied the request.

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

**RESOLVED,                    That the following materials be discarded:**

Minolta microfiche/microfilm reader-printer Model RP503  
The following reference material on microfilm or microfiche:  
*New York Times* 1971-1995  
*Wall Street Journal* 1998-2004  
Various Company Annual Reports  
*Consumer Reports* 1988-1997  
*Newsweek* 1960- 1996

All material to be disposed of properly.

The Board approved the December 26, 2015 Director's Report on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 5                      Noes: 0                      Motion carried

**J.     Public Forum**

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

Mr. Winoker left the meeting at this time.

The Board went into Executive Session at 1:44 PM to discuss negotiations, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

The Board reconvened into Public Session at 2:25 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

No further business appearing, the Board adjourned the meeting at 2:27 PM on motion by Sheila O'Brien, seconded by Michelle Mattei.

Respectfully submitted,

Gretchen Bell (from recording as indicated)  
Director

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