

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD MAY 7, 2016

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

Members Absent: Arthur Winoker

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

AGENDA

- Pledge of Allegiance
- A.** Roll Call - Approval of Minutes
- B.** Public Forum
- C.** Approval of Warrants
- D.** Financial Reports
- E.** Personnel
- F.** Incident Reports
- 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 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. She is able to drive for short distances and be out for a limited amount of time. She is hoping to attend the next Board meeting.

A. Approval of Minutes

Discussion held regarding the liability insurance. The current liability coverage is \$3,000,000. The insurance company believes it is already high enough. Endorsements promised by Mr. Horowitz have not all been made available. Mrs. Bell will contact him regarding coverage for mold and naming the Nanuet Union Free School District on our policies.

The Board approved the minutes of the March 26, 2016 meeting on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4 Noes: 0 Motion carried

The Board reviewed corrections made to the March 5, 2016 minutes. There was an incomplete sentence under *F. Safety & Security Committee*, and in item *G. Audits*, directions to Mr. Modafferi had been described as an RFP rather than a proposal.

The Board approved the corrected minutes of the March 5, 2016 meeting 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.

C. Approval of Warrants

Warrant #10 dated April, 2016, was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

Mrs. Bell and Mr. Modafferi responded to various questions asked by members of the Board regarding some of the payments listed on the warrants.

New Vendor Report:

If a vendor has not been used in a long time, its name will show up on the New Vendor Report. Mrs. O'Brien asked if the list had ever been culled. Mr. Modafferi stated it would be done in the future.

We have multiple vendors for custodial services and office supplies. Mary is a superb shopper and searches for the best price and most appropriate selection for products and services.

D. Financial Reports

Accountant's Report:

The Board approved the Accountant's Report dated March 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

Treasurer's Report:

The Board approved the Treasurer's Report dated March 1 - 31, 2016, as submitted by Howard Heffler, the Library's Treasurer, on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 4 Noes: 0 Motion carried

Mr. Heffler reported that the Library is no longer subject to the MTA payroll tax and that we have received the final payment of real estate taxes for 2015.

E. Personnel

The Board accepted the resignation of Paola Rodriguez, with regret, on motion by Sheila O'Brien, seconded by Michelle Mattei:

RESOLVED, That the Nanuet Public Library Board of Trustees accepts the resignation of Paola Rodriguez, with regret, effective March 15, 2016.

Ayes: 4

Noes: 0

Motion carried

Mary Heffler has successfully passed her six-month probation period. A written evaluation was requested before ruling on making her a permanent employee.

Discussion was held about all employees receiving performance appraisals. Mrs. Bell reported that one is ongoing at this time.

Bobbie Russell is hoping to return for the next Board meeting in June and prepare the minutes.

Discussion was held regarding the court reporter attending future board meetings in the event that it becomes necessary. Everyone felt that a resolution was not necessary, but all members felt it was good to have a back-up plan in place.

F. Incident Reports

The Board would like to thank Mrs. Bell and the staff and commented that the incident reports are much more helpful than the log books.

Mrs. Bell has concerns about privacy issues: names of employees and patrons on the reports and addresses and phone numbers will be redacted before being presented to the Board. Patrons are given a copy of the report if a request is made.

The Board discussed various incidents. Mrs. Bell is working on getting some staff training on interacting with mentally ill patrons. Employees are encouraged to call the Clarkstown Police if they feel they are in a situation with a patron and they do not feel in control. The staff needs continuous reinforcement on this issue. Some incidents are discussed at the monthly staff meetings.

It would be advantageous for the Library to offer the same safety training for the public that our staff had received from the Clarkstown Police and/or the Sheriff's Department. This was on workplace violence and active shooter situations. Ms. Mattei advised calling Lt. Bennison in the Rockland County Sheriff's Office.

G. Sub-Committee Reports

Long-Term Planning Committee (Dan Lombardo, Michelle Mattei):

The Committee met with Chris Titze on April 29. The Board was given an outline of the script that will be followed with the focus groups. We will begin looking for people to participate in the focus groups. General announcements as well as personal invitations will be put out to find focus group participants.

Ms. Mattei attended a Nanuet Civic Association meeting this week. This may be a good forum to announce the upcoming Town Hall's that we are planning.

Discussion was held about a second proposal from the Tourne Group for writing the long-term plan, which the Board also received. Joseph Modafferri suggested we wait until the budget is approved, and bring it up at a future Board meeting. Any money that is not spent or accrued by June 30th becomes fund balance. Any money spent after June 30th comes out of next year's budget. The Board had previously passed a resolution accepting the proposal for doing all the prep work. The Board decided to accept the proposal on motion by Michelle Mattei, seconded by Sheila O'Brien:

RESOLVED, That the Nanuet Public Library Board of Trustees accepts the proposal from the Tourne Group to develop a long term plan for a total \$13,636.

Ayes: 4 Noes: 0 Motion carried

Policy Committee (Sheila O'Brien, Arthur Winoker):

The Committee met on April 22.

Collection Development Policy has been updated and was presented to the Board. A question was asked regarding electronic media on the first page: why are music and video struck out? Music and videos are available on Overdrive. This may be an error. Mrs. Bell will research it and get back to the Board at the next meeting. A final draft will be presented at the next meeting.

The Community Room Policy has been updated and was presented to the Board. Mrs. Bell gives approval for use of the Community Room. If she felt necessary, she would present any issues to the Board. A final draft will be presented at the next meeting. Should the attorney review it?

The **Freedom of Information** policy and **Freedom of Information Regulations** had been discussed at previous meetings and was approved on motion by Michelle Mattei, seconded by Paul Dublanyk:

RESOLVED, That the Nanuet Public Library Board of Trustees approves the revised Freedom of Information Policy and Freedom of Information Regulations.

Ayes: 4 Noes: 0 Motion carried

Thank you to Ms. O'Brien for revising this policy.

Contract Committee: (membership will be established at a future time): did not meet this month.

Safety & Security Committee (Michelle Mattei, Sheila O'Brien)

A first draft of the questionnaire is estimated to be about 75% complete. Mrs. Bell will complete, disseminate by email, and decide if there is a need for an additional meeting. Some items will be redacted for the public copy (i.e., location of panic button). Mrs. Bell will possibly have that completed by the next meeting.

Mrs. Bell met with Tony Padalino, Senior Loss Control Representative from Utica Insurance, who will forward information regarding disaster recovery and safety.

Negotiations Committee (members will be assigned on an as-needed basis, currently Joe Modafferi, Dan Lombardo): did not meet this month.

Mr. Modafferi and Mr. Lombardo received an email from the Association's attorney, indicating that the Association accepts our proposal and requests that our attorney formally draft the proposal. We need to determine who is representing us. Mr. Modafferi pointed out that it is important that our staff knows that we are working on this, and it will be approved soon.

The Board agreed to accept the Association's proposal on motion by Sheila O'Brien, seconded by Michelle Mattei:

RESOLVED, That the Nanuet Public Library Board of Trustees accepts the proposal from the Nanuet Staff Association for the years July 1, 2015 – June 30, 2018.

Ayes: 4

Noes: 0

Motion carried

Pre-Audit Committee (Arthur Winoker and Michelle Mattei): will meet on an as-needed basis.

H. Old Business

Outstanding Issues: The Board reviewed the outstanding issues list, 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.

Bob Panzerra's estimate: vendors have come in to look at our needs. Some of the work will be subcontracted out. Mrs. Bell will reach out to him and request a report.

Roof repairs: nothing is leaking at this time. It was decided to remove this item from the list.

The Board was presented with a breakdown of positions and salaries for staff members.

Joseph Modafferi met with the auditors, L. L. Abrams, regarding previous audit reports. There are still one or two items that need to be addressed. The auditors finished the 2013-2014 audit last week. When we receive the current audit, it will definitely be a more positive report. The auditors will be back in June to do the 2014-2015 year, so we'll be up to date.

Joseph Modafferi will work on the financial controls document in reference to purchases. This will detail the process on how bills are paid. He will try to complete this before the next meeting.

Update of bathroom project: The counters have been installed, and all the fixtures have been replaced. New partitions in the public bathrooms will begin next week.

Greenbush Contractors still needs to give us an estimate for the damaged walls in the janitor's closet on the main level.

The Board requests to be informed of current incidents at every Board meeting, even if the month has not ended.

Update on Boiler Room Project: Mr. Sweet advised us that all the materials are here, and he will start the project next week.

I. New Business

Next Meeting Date: The next regular meeting of the Nanuet Library Board of Trustees will be held on Saturday, June 4, 2016 at 10:00 AM.

Attorney: There was discussion about the law firm of Whiteman, Osterman & Hanna in Albany. Mr. Lombardo spoke with Ellen Bach at their firm. They were recommended by RCLS. There was concern that this firm is in Albany, but everything could be emailed or done over the phone. Their rate would be \$225 per hour. They are well known within the library profession and do a lot of continuing education for the New York Library

Association. Valley Cottage Library has just begun to use them also. On a project by project basis, we should request an estimated number of hours necessary.

The Board agreed to accept the proposal from Whiteman, Osterman & Hanna on motion by Sheila O'Brien, seconded by Michelle Mattei:

RESOLVED, That the Nanuet Public Library Board of Trustees accepts the agreement with Whiteman, Osterman & Hanna to serve as our attorney of record.

Ayes: 4 Noes: 0 Motion carried

Mr. Modafferi pointed out that budget needs to be reviewed and possibly amended to cover legal advice.

Library Construction Grant: Mrs. Bell reported that it is time to prepare an application, if the Board feels anything is needed. The applications go to RCLS, the money is provided by the State through the Library Systems, which then distribute the funds to the member libraries who have applied. A brief description of the project with an estimated cost is due by May 15th. We have applied for very few of them over the years. The grants cover construction, but furniture, carpeting and repainting are not on the list of acceptable projects. The Library also needs to be able to show that we can pay for the project, even without a grant. Funding would probably be about 40% of the project.

If we are interested in doing a project for next year, we should start thinking about it now. This topic should be brought up again in the fall, or certainly at our January meeting.

Email server: There is concern that our current email system may not be the best one available for the Library. Mrs. Bell is having problems receiving emails from Board members, which seems to be an RCLS issue, and the server for our account is in Germany. Should we consider a different system? We need a resolution to this problem.

Library Association of Rockland County (LARC) Annual Meeting: The annual \$1000 Mary Patricia Brunsman Scholarship for graduate work in library and information science was established in her memory by her husband. It will be awarded at the LARC meeting if there is a suitable applicant. We hold the money but LARC administers the scholarship.

Staff meetings: Staff meetings for the entire staff are held monthly or every five or six weeks. The Board requested copies of the agenda for these staff meetings to be attached to future Director's Reports.

The Board approved the May programming invoices, on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 4 Noes: 0 Motion carried

J. Director's Report

Mrs. Bell reported that panic buttons are available throughout the building, including one on a lanyard at each reference desk and the Circulation Desk, to be worn around the neck if a staff member so chooses.

Discussion of missing Library items: Mrs. Bell presented a list of missing library items for the first quarter. The largest category of books that are missing is non-fiction. These are items that were removed from the library without being checked out or may possibly be shelved incorrectly. Mrs. Bell explained that patrons who reach \$10 in fines or have materials that have not been returned lose borrowing privileges until they become

current. The Board requested that the missing report be presented twice a year in January and July, rather than quarterly.

The upstairs water fountain has not worked for a number of years. Mrs. Bell will get an estimate from the plumber and report back to the Board as there have been requests from patrons recently.

A parent has complained about chemicals being used by the landscaper. The parent was advised to look at Curti's website to ascertain their ecological policies and the products used.

The Board approved the May 7, 2016 Director's Report, on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 4 Noes: 0 Motion carried

Motion passed to approve the May program invoices.

K. Public Forum

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

The Board recessed into Executive Session at 12:32PM, to discuss a personnel issue, on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 4 Noes: 0 Motion carried

The Board reconvened into Public Session a 12:50 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

No other business appearing, the Board adjourned the meeting at 12:52PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

Respectfully submitted,

Judy Bettello (from recording)
Court Reporter

