

MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 12/18 2017

Members Present: Daniel Lombardo, Michelle Mattei, Sheila O'Brien, Paul Dublanyk,
Jean Cappiello

Members Absent: None

Others Present: Gretchen Bell - Library Director
Howard Heffler – Treasurer
Bob Panzera

Others Absent: Joseph Modafferi – Accountant
Marta Russell - Board Clerk

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 6:30 PM by the Board President, Daniel Lombardo.

A. Approval of Minutes

The Board approved the minutes of the meeting held on November 27, 2017, on motion by Michelle Mattei, seconded by Sheila O'Brien, with the following correction:

Page 5 – Paragraph 2: Elevator: “Savin Associates”

Ayes: 5 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.

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 take action if necessary.

There were no members of the public present.

C. Approval of Warrants

Warrant #6 dated December, 2017 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Pre-Approval of Payments: On motion by Michelle Mattei, seconded by Sheila O'Brien, the Board approved the following prepayments for January, 2018 Program Invoices.

20-Jan	Kurt Gallagher - Winter Music Concert	\$175
25-Jan	Fran Roesemann Music with Miss Fran	125
27-Jan	Sarah Northshield Silly Stories with Miss Northshield	125
	TOTAL	<u>\$425.</u>

Ayes: 5 Noes: 0 Motion carried

Payments will be made after the programs are completed.

New Vendor Report – Added to QuickBooks:

Edward Hopper House – Museum Membership

D. Financials

Accountant's Report:

The Board postponed the approval of the Accountant's Report for November, 2017 due to the absence of Mr. Joseph Modafferi, the Library's Accountant, 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 November 1, 2017 to November 30, 2017, as submitted by the Library's Treasurer, Howard Heffler, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Mr. Heffler advised the Board that the Library had received another payment of their taxes from the School District putting the Library at 91.9% of their tax money.

E. Personnel

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

**RESOLVED, That the Nanuet Public Library Board of Trustees approve the hiring of:
Kristie Revicki – Librarian I (Young Adult), effective January 15, 2018.**

Ayes: 5

Noes: 0

Motion carried

In response to a question from Mr. Lombardo, Mrs. Bell advised him that she had had the functional “Job Descriptions” at the November 28, 2017 meeting. Mrs. Bell advised him that complete new evaluations would be completed in January and February 2018. Mr. Lombardo also requested Mrs. Bell send the Board a copy of the “staff evaluation form” and a copy of the “functional job description for each job category”.

F. Sub-Committee Reports

Long Term Planning: There was nothing to be discussed regarding the Long Term Planning Report. Ms. Mattei requested a letter of appreciation be sent to Chris Titze of Tourne Associates from the Board, thanking him for all the work he did on the project and the additional issues that arose while working on the Long Term Planning Project.

Policy Committee:

Library Card Policy: On motion by Michelle Mattei, seconded by Sheila O’Brien, the Board approved the following resolution:

RESOLVED, That the Board of Trustees of the Nanuet Public Library Approves the second reading of the Library Card Policy dated December 18, 2017.

Ayes: 5

Noes: 0

Motion carried

EEO Policies: On motion by Michelle Mattei, seconded by Sheila O’Brien, the Board approved the following resolution:

RESOLVED, That the Board of Trustees of the Nanuet Public Library Approves the second reading of the Equal Employment Policies dated December 18, 2017.

Ayes: 5

Noes: 0

Motion carried

The Board also held First Reading of the following policies and after a lengthy discussion regarding changes, corrections and additions agreed to hold a second reading of the policies after they are amended as discussed. The policies discussed were:

1. Workplace Violence Prevention Policy and Procedures
2. Art Exhibit Policy

The Board also discussed the Notice of Disclaimer used for Non-Library Use of the Library. It was decided the disclaimer should be made an appendix to the Use of the Community Room Policy.

Contract Committee:

Savin Engineers Contract: The Board discussed the Revised Agreement received from Savin Engineers for their professional services related to the replacement of the elevator in the Library building. The Board as a whole agreed with the changes made by Savin as suggested and or required by the Library’s Attorney, R.L. Braun. The only question still open is the matter of the rates quoted. The document refers to the rates quoted as 2017 rates. The Board would like a clarification from Savin as to whether they will hold to those rates or establish new rates for the year 2018, in which case they would like to see the those rates before signing the contract.

TechSpectrum: Ms. O'Brien advised that she had met with our attorney regarding the contract, but would defer that discussion until Executive Session because it involves Client and Attorney privilege. She did however send a copy of the draft of the TechSpectrum Contract to Mrs. Bell immediately prior to the meeting being called to order.

Safety and Security: Mrs. Bell advised the Board that she is about half way through reading the draft Disaster Recovery Plan and hopes to have comments and changes appropriate to the Library ready for the next Board Meeting.

Negotiations: Mr. Lombardo noted that he has not had a chance to review the Board's finalized proposal to the staff.

Audit: The auditors will be coming in to perform their audit of the library in January, 2018.

G. Director's Report

Telephone System: The telephone system has been changed from Broadview to Optimum and is now working properly.

Parking Lot lights: Orange and Rockland replaced the lights that were out in the parking lot.

Public Bathroom Doors: New doors were installed on December 11 and 12, 2017.

Loose Joints on Banister: The contractor who replaced the bathroom doors repaired the loose joints on the banisters at no cost to the library.

Family Bathroom: The staff selected one of the four proposals submitted for the family bathroom and returned it to the architect with suggestions regarding the doors.

The Director's Report dated December 18, 2017 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5

Noes: 0

Motion carried

H. Old Business

Ongoing Issues: The Board reviewed the outstanding issues list submitted by the Board Clerk, noting the items that have 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.

Items discussed included the contract with Savin Engineers, and TechSpectrum.

I. New Business

Next Meeting Date – The next regular Board Meeting of the Nanuet Public Library Board of Trustees will be held on Monday, January 22, 2018 at 6:30 PM in the Nanuet Public Library.

Nomination of Board of Trustee Secretary: The Board approved postponing the nomination of the Board of Trustee Secretary until the January 22, 2018, due to the absence of the Board Clerk, Marta Russell, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5

Noes: 0

Motion carried

Mrs. Cappiello advised Mrs. Bell that she had received the Library newsletter so late that she would not have been able to sign up for a program if she had wanted to. Mrs. Bell explained the lengthy process the newsletter goes through from the time it goes to the printer and is finally delivered. However, she pointed out that the newsletter is posted on the Library's website. Patrons who are on our email list can also get the information in that manner. Mrs. Cappiello thanked her for the information.

Ms. Mattei mentioned to Mrs. Bell that there was some confusion on the delayed opening and closing times on the library telephone system. Mrs. Bell replied that she was aware of the problem and would take steps to avoid it happening again.

J. Public Forum

Robert Panzera, Director of RBC Networks, spoke to the Board with regard to work his staff had been doing on the gathering of the data and updating the Network Overview Document. Since the Board requested halting the project at the end of October 2017, it was not completed. However, there is an Excel file that contains the information collected up to that date which he will provide to the Board.

The Board recessed the meeting to go into Executive Session to discuss a legal matter at 7:55 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

The Board reconvened into Public Session at 8:15 PM, 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 8:16 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 of Trustees
NANUET PUBLIC LIBRARY

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