

**MINUTES OF THE BOARD OF TRUSTEES MEETING HELD DECEMBER 17, 2018**

**Members Present:** Michelle Mattei, Sheila O'Brien, Daniel Lombardo, Jean Cappiello, Amy Andrews

**Members Absent:** Bobbie Russell – District Clerk to the Board

**Others Present:** Howard Heffler – Library Treasurer

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

The Board recited the Pledge of Allegiance.

The meeting was called to order at 6:32 PM by Michelle Mattei.

**A. Approval of Minutes**

The minutes of the November, 2018 meeting were not available to approve.

**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 the public forum will be limited to a statement of no more than two (2) minutes in length.

No members of the public were present.

**C. Approval of Warrants**

Warrant No. 5a, dated November 2018 approved on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5            Noes: 0            Motion carried

Warrant No. 6, dated December 2018 approved on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5            Noes: 0            Motion carried

**New Vendors:** The following new vendors were added to QuickBooks this month.

Envisionware Inc. – Professional services for server migration  
NYS Parks – Empire Pass (sponsored by Friends of the Library)

**Preapproval of Payments:**

On motion by Sheila O'Brien, seconded by Daniel Lombardo, the following January, 2019 program invoices were pre-approved:

January 19, 2019 – Kurt Gallagher – Mr. Kurt in Concert - \$175.00  
January 22, 2019 – Evan Weiner – Super Bowl Rises out of Jim Crowe Era - \$150.00  
January 26, 2019 – Sarah Northshield – Silly Stories with Miss Sarah - \$125.00  
January 30, 2019 – Party by Lisa – Family Craft - \$150.00

Ayes: 5            Noes: 0            Motion carried

Payments will be made after the programs are completed.

**D. Financial Reports**

**Accountant's Report:**

Motion to table the financial reports for October by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5            Noes: 0            Motion carried

**Treasurer's report**

The only significant item is the real estate taxes. There haven't been any changes since the last meeting; everything was made up to date at that time. As of now \$2,715,077, representing 91.9% of the total tax levy has been collected. The remaining balance of \$239,000 will probably be remitted to the library this month.

The Board approved the Treasurer's Report dated November, 2018, as submitted by Howard Heffler, the Library's Treasurer, on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5            Noes: 0            Motion carried

**E. Personnel**  
No personnel issues for the month of December.

**F. Sub-Committee Reports**

**G.**

**Long term planning committee:**

Spoke to Paul Mays to see where they are with the master plan as well as the bathroom plans. His associate is supposed to come meet with the Children's librarians to see what needs to be moved to accommodate the bathroom as part of their finalization of the plans. Plans to meet with Danny in January to discuss master plans to keep momentum going with the public. New chairs for the community room are scheduled to be delivered tomorrow.

**Policy committee:**

First read of sexual harassment and discrimination policy. Lawyer suggested that we stick closely to what it is. Didn't like verbiage because it is not specific enough. There is a component that is missing and there is another policy that covers that. EEOC policy has an employment sexual harassment policy built into it. Randy drafted that it has all the employment related harassment pieces. Annual review of EEOC policy is coming up on January 22<sup>nd</sup>. The conduct policy says patrons will not harass anybody and that you will be asked to leave immediately.

Please send over any changes you would like to add from the second read to Mary, and if there are no changes, then that will be the final read.

Sent Mary an email regarding Page 4, Section 5 bookings number 3 because of a recent meeting request.

Count this as the first reading of the policy governing of the public use of community room.

**Contract committee:**

Did not meet – waiting until new Director is appointed.

**Safety and Security:**

Did not meet – waiting until new Director is appointed.

**Negotiations committee:**

Done

**Audit committee:**

Done

**H. Director's Report (not official)**

No Director's Report.

**I. Old Business:**

Safety and security will remain on hold. Mary forwarded elevator status report to Senator Carlucci's office. Savin was given the okay to initiate the request for a third party review. Mary mentioned there was some communication back and forth where there was an additional number given and a third party was assigned from the state. Savin has to react upon it. Information was sent to Paul Mays regarding setting aside money pending approval.

Jean and Amy will work with Mary to update policy schedule. Trees have been removed. Staff has provided semi-annual reports except for anyone who would report to the director (those are outstanding).

A monthly report was submitted to the board from Tech Spectrum as requested for November. They recommend replacing nine computers, but no pricing was provided. Will speak to Paul Mays in reference to location of wiring and the server.

All board members obtained new, updated trustee handbooks. The follow up with Tech Spectrum regarding the status of the webpage is being put on hold pending appointment of a new Director.

**J. New Business:**

The next Regular Meeting of the Nanuet Board of Trustees will be held on Monday January 28, 2019 at 6:30pm in the library.

**K. Public Forum:**

No members of the public were present at the meeting.

No further business appearing, the Board adjourned the meeting at 7:10 PM on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5                      Noes: 0                      Motion carried

Respectfully Submitted,

Amanda Bettello (from recording)