

**MINUTES OF THE BOARD OF TRUSTEES MEETING HELD December 23, 2019**

**Members Present:** Sheila O'Brien, Jean Cappiello, Amy Andrews, Brian Anderson

**Members Absent:** Mette Rossi

**Others Present:** Jessica Bowen – Director  
Howard Heffler –Treasurer  
Sofija Duic – Clerk to the Board  
Evan Gross - Accountant

**AGENDA**

- Pledge of Allegiance
- A. Roll Call – Approval of Minutes
- B. Public Forum
- C. Approval of Warrants
  - New Vendors
  - Early Approval of Program Payments
- D. Financial Reports
  - Accountant's Report
  - Treasurer's Report- Howard Heffler
- E. Personnel
- F. Sub-Committee Report
  - Long Term Planning
  - Policy
  - Contract
  - Safety & Security Committee
  - Audit Committee
  - Negotiations
- G. Director's Report
- H. Old Business
  - Tech Spectrum Monthly Report
  - Ongoing Issues
- I. New Business
  - Next Meeting Date: January 27, 2020
- J. Public Forum

The Board recited the Pledge of Allegiance.

Sheila O'Brien called the meeting to order at 10:11 AM.

**A. Approval of Minutes**

Minutes from the October 28, 2019 and November 25, 2019 need some corrections and will be brought back to the board for approval on January 27, 2020.

**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 are present

**C. Approval of Warrants**

Warrant Number 6 dated December 2019 with a check number from 14488 thru 14543 for a total of \$160,560.97 which was reviewed by Sheila O'Brien was approved on motion by Amy Andrews seconded by Jean Cappiello.

Ayes: 4          Noes: 0          Motion carried

**New Vendors**  
**December 2019**

Amramp NNJ – Handicap accessible ramp rental  
John Murrar – program presenter  
T-Mobile – mobile phone carrier

No Approval Needed

**Pre-Approval of Payments:**

On motion by Amy Andrews, seconded by Brian Anderson, the January 2020 program invoices were pre-approved:

January 23 – Fran Roesemann – Music with Miss Fran (3 @ \$125)	\$375.00
January 23 – Gail Fleur- Life is a Bowl of Cherries	\$300.00
January 25 – Kurt Gallagher – Mr. Kurt in Concert	\$200.00
January 29 – Kimberly Demetriou – Family Craft	\$200.00
January 31 – Catherine Rubin – Toddle Tunes (4 @ \$90)	\$360.00
January 31 – Gilbert Paris – Chair Fitness (4 @ \$60)	\$240.00

Ayes: 4          Noes: 0          Motion carried

<b>Total \$1675.00</b>
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Payments will be made after the programs are completed.

**D. Financial Reports**

**Accountant's Report** – no report as of December 2019

**Treasurer's Report**

Total Taxes Collected to date \$2,755,620 @ 91.4%. The December payment was a total of \$185,648.

The Board approved the Treasurer's Report dated November 2019, as submitted by Howard Heffler, on motion by Amy Andrews, seconded by Jean Cappiello.

Ayes: 3          Noes: 0          Abstained: 1          Motion carried

**E. Personnel**

The board approved the following new hires on motion by Amy Andrews, seconded by Jean Cappiello:

December 9, 2019 – Orion Morgan – Custodial Worker Sub  
December 28, 2019 – Kristen Higgins – Librarian I, Children’s Dept.

Ayes: 3          Noes: 0          Abstained: 1          Motion carried

**F. Sub-Committee Reports**

**Long term planning committee:** Did not meet.

**Policy committee:** Did not meet, but there were several policies that needed to be discussed based on policies that were next to be updated/discussed.

*Policy for Public Access to Records of Nanuet Public Library* – 1st Reading – edits will be made and brought to the Board meeting on January 27<sup>th</sup> for 2nd Reading.

*Collection Development Policy* - 1st Reading - Tabled with responses from the Librarians /Staff. Answer will be brought back to the Board for another 1st Reading.

**Policy committee:**

The committee did not meet

**Contract committee:**

The committee did not meet

**Safety and Security:**

The committee did not meet

**Audit Committee:**

The committee did not meet

**Negotiations committee:**

The committee did not meet

**G. Director’s Report**

Items discussed included the trustee training, price quotes on cyber security insurance, capital projects and policies.

***Administration:***

Cyber Security Insurance price quotes for Utica and Philadelphia Insurance Companies price quotes have been received. More information is needed from Utica to compare the two quotes.

***Budget & Finance:***

***Building & Grounds:***

Elevator project will begin on Monday 12/9/19.

Resolution to be introduced to retain IJZ Associates Inc. to perform Restroom Facilities Construction Project to construct two ADA compliant restrooms for the amount of \$139,664.00 on a resolution by Brian Anderson, seconded by Amy Andrews.

Ayes: 4        Noes: 0        Motion carried

***No update from Friends of the Library***

***Personnel:***

Staffing needs that were brought up during the December meeting will be discussed during executive session with financial information.

***Policy:*** Discussed during the Policy Committee Update

Motion to accept the Directors report as presented on Monday, December 23, motion by Jean Capiello, seconded by Amy Andrews

Ayes: 4        Noes: 0        Motion carried

**2017-2021 Long-Range Library Plan:** This will be updated monthly going forward in 2020

**H. Old Business:** Discussed during directors report

**I. New Business:**

The next Regular Meeting of the Nanuet Board of Trustees will be held on Monday January 27, 2020 at 6:30 pm in the library.

**J. Public Forum:**

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No members of the public were present at the end of the meeting.

Executive Session:        Started Time: 11:35 am  
   End Time: 11:57 am

*Motion to adjourn the trustee meeting at 11:57am on motion by Amy Andrews, seconded by Jean Capiello*

Ayes: 4        Noes: 0        Motion carried

Respectfully Submitted,  
Sofija Duic