

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD November 25, 2019

Members Present: Sheila O'Brien, Jean Capiello, Amy Andrews, Brian Anderson, Mette Rossi

Members Absent: None

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: December 23, 2019
- J. Public Forum

The Board recited the Pledge of Allegiance.

Sheila O'Brien called the meeting to order at 6:32PM.

A. Approval of Minutes

The Board approved the minutes of the meeting held on September 23, 2019 on motion by Brian Anderson, seconded by Mette Rossi

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.

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 4A dated October 2019 was approved on motion by Amy Andrews seconded by Mette Rossi.

Ayes: 5 Noes: 0 Motion carried

Warrant Number 5 dated November 2019 was approved on motion by Mette Rossi, seconded by Amy Andrews.

Ayes: 5 Noes: 0 Motion carried

New Vendors

October 2019

Belfor USA Group - Flood Restoration Services

BJB Construction Corp. - Elevator Modernization Project

No Approval Needed

Pre-Approval of Payments:

On motion by Brian Anderson, seconded by Amy Andrews, the December 2019 program invoices were pre-approved:

December 16 - John Murray - Bouncing Babies (4 @ \$85)	\$340.00
December 20 – Gilbert Paris – Zumbini (3 @ \$60)	\$180.00

Ayes: 5 Noes: 0 Motion carried

Total \$520.00

Payments will be made after the programs are completed.

D. Financial Reports

Accountant's Report – no report as of November 2019

Treasurer's Report

Total Taxes Collected to date \$2,569,972 @ 85.3%. The November payment was a total of \$632,375.

The Board approved the Treasurer's Report dated September 30, 2019, as submitted by Howard Heffler, on motion by Mette Rossi, seconded by Amy Andrews.

Ayes: 5 Noes: 0 Motion carried

The Board approved the Treasurer’s Report dated October 31, 2019, as submitted by Howard Heffler, on motion by Amy Andrews, seconded by Mette Rossi.

Ayes: 5 Noes: 0 Motion carried

E. Personnel

No personnel changes for November 2019.

F. Sub-Committee Reports

Long term planning committee: Did not meet. Brian Anderson has joined the planning committee with Sheila O’Brien.

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.

Regulations Community Room – Final Reading was approved on motion by Mette Rossi, seconded by Brian Anderson.

Ayes: 5 Noes: 0 Motion carried

Policy for Public Access to Records of Nanuet Public Library – 1st Reading – edits will be made and brought to the Board meeting on December 23rd for 2nd Reading.
Page 4 Section 6, A - the records access is Mary Heffler.
Change Section 2 position title to reflect “Principal” Account Clerk

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

Contract committee: Did not meet

Safety and Security: Did not meet

Audit Committee:

Meet on November 11th and reviewed the auditors recommendations, and prepared a response letter.

Negotiations committee: Did not meet

G. Director’s Report

Items discussed included the trustee training, price quotes on cyber security insurance, as well as the Commercial Package Insurance policy being renewed.

Administration:

Cyber Security Insurance price quotes are still pending.

Budget & Finance:

RCLS Budget for the 2020 year approval. Resolution to accept the 2020 RCLS Budget as presented resolved by Mette Rossi, seconded by Brian Anderson.

Ayes: 5 Noes: 0 Motion carried

Building & Grounds:

Elevator project will start on Wednesday December 4th rather than Monday December 2nd.

O&R outage was due to windstorm issue November 1st. There have been fewer issues since the melted wire issue has been resolved.

Parking by patron signs have been installed and reference towing which is the same company that the School District uses.

No update with Friends of the Library

Personnel:

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

Motion to approve the search for a Library I, for the Adult Services Department as an addition to staff on motion by Amy Andrews, seconded by Mette Rossi

Ayes: 5 Noes: 0 Motion carried

Motion to hire a substitute custodian for 5 hours per day for up-to 5 days a week for a period of 8 weeks during the elevator construction on motion by Brian Anderson, seconded by Mette Rossi

Ayes: 5 Noes: 0 Motion carried

Policy:

Holiday Wage Compensation for Part-Time Employees. Created and brought in for discussion. It's a plan for restructuring part-time employee compensation.

Personnel Policies Handbook Amendment #3 a resolution to accept the policy by Mette Rossi, seconded by Amy Andrews.

Ayes: 5 Noes: 0 Motion carried

Motion to accept the Directors report as presented on Monday, November 25th, motion by Brian Anderson, seconded by Amy Andrews

Ayes: 5 Noes: 0 Motion carried

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 December 23, 2019 at 10:00 am in the library.

J. Public Forum:

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

Executive Session: Started Time: 7:59pm
 End Time: 8:26pm

Motion to adjourn the trustee meeting at 8:28 pm on motion by Mette Rossi, seconded by Brian Anderson

Ayes: 5 Noes: 0 Motion carried

Respectfully Submitted,
Sofija Duic