

## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD October 28, 2019

**Members Present:** Sheila O'Brien, Jean Cappiello, 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 – November 25, 2019
- J. Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 6:32PM by Sheila O'Brien.

#### **A. Approval of Minutes**

The Board approved the minutes of the meeting held on June 24, 2019 on motion by Amy Andrews, seconded by Jean Cappiello.

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 3A dated September 2019 was approved on motion by Brian Anderson, seconded by Jean Cappiello.

Ayes: 5          Noes: 0          Motion carried

Warrant Number 4 dated October 2019 was approved on motion by Mette Rossi, seconded by Brian Anderson.

Ayes: 5          Noes: 0          Motion carried

**New Vendors**

**October 2019**

Library Mini Golf – Program Presenter

No Approval Needed

**Preapproval of Payments:**

On motion by Amy Andrews, seconded by Jean Cappiello, the following September 2019 program invoices were pre-approved:

November 12 – RoseMarie Cappiello – Creating & Living the Life You Were Born to Live Button Collage	\$250.00
November 13 – Jenny Kelly – Zumbini (2 @ \$100)	\$240.00
November 22 – Gilbert Paris – Chair Fitness (4 @ \$60)	\$240.00

<b>Total \$790.00</b>
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Ayes: 5          Noes: 0          Motion carried

Payments will be made after the programs are completed.

**D. Financial Reports**

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

**Treasurer's Report**

Tabled due to Warrant 3A needs to be added to the treasures report for September 2019.

Tax Warrant Money – there have been two separate deposits made.

**E. Personnel**

Items discussed included one retirement and two new hires.

The board approved the following new hire and the resignation on motion by Brian Anderson, seconded by Mette Rossi:

October 1, 2019 – Hiring of Sofija Duic – Clerk to the Board of Trustees

October 28, 2019 – Hiring of Evan Gross – Accountant 2 – Part-Time

October 2, 2019 – Retirement of Harriet Wollenberg – Librarian I Sub

Ayes: 5            Noes: 0            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.

*Authors Visits & Book Signings – 2<sup>nd</sup> Reading* was approved on motion by Mette Rossi, seconded by Amy Andrews.

Ayes: 5            Noes: 0            Motion carried

*Regulations Community Room – 2<sup>nd</sup> Reading* – Need to be cleaned up and brought to the Board meeting on November 25<sup>th</sup> for Final Reading/Approval.

Personnel Handbook Letter for Volunteers and Employees for Teenage Pages approved.

**Contract committee:**

Did not meet

**Safety and Security:**

Did not meet

**Audit Committee:**

Meet on Monday October 28<sup>th</sup> and reviewed auditor's recommendation.

Auditors report for year ending June 30, 2017 and year ending June 30, 2018, the board accepts for filing the two independent audits on motion by Amy Andrews, seconded by Jean Cappiello.

Ayes: 5            Noes: 0            Motion carried

Resolution to establish a Capital Fund rather than a Reserve. This entails a separate account and warrants that will need to be approved to better track capital projects and spending on a resolution by Amy Andrews, seconded by Brian Anderson.

Ayes: 5            Noes: 0            Motion carried

Motion to add the Board President as a signatory on the Checking Accounts as per Auditors recommendation by Mette Rossi, seconded by Brian Anderson.

Ayes: 5          Noes: 0          Motion carried

**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:**

Holiday and Closing dates for the 2020 year.

Motion to accept the Holidays and Closing Dates for the 2020 Year on motion by Mette Rossi, seconded by Brian Anderson.

Ayes: 5          Noes: 0          Motion carried

**Budget & Finance:**

RCLS Budget for the 2020 year. Needs to be approved prior to December 4<sup>th</sup>. Tabled being moved to November 25<sup>th</sup> Board Meeting once all members have reviewed the documents.

Motion to accept resolution that the Construction Aide Grant Application has been adopted and the Assurance Letter was approved on motion by Amy Andrews, seconded by Jean Cappiello.

Ayes: 5          Noes: 0          Motion carried

**Building & Grounds:**

Vote moving forward to go out for the bid for the Bathroom Projection. Publish the Bid Proposal. No vote needs to be done, until bids are received. Board will vote during the December 23<sup>rd</sup> Board Meeting.

Company called Enviro-Masters contacted Jessica with information on their bathroom cleaning services. A deep cleaning, sanitizing and disinfecting all restrooms each week. Jessica contacted local libraries, and they advised her that they are super happy with the service that they provide. Not currently in the budget for this year.

Curti's submitted a contract for snow removal for this upcoming Winter Season. The 5-month contract dated October 23, 2019 for a total of \$7,822.50 with incidentals was approved on motion by Amy Andrews, seconded by Brian Anderson.

Ayes: 5          Noes: 0          Motion carried

Amy Andrews brought up the concern about the power outages and what needs to be done next. Jessica mentioned that the fire alarm went off, and after investigation, a wire was found to be "melted". Brief "power outages" have been occurring on a consistent basis. Jessica will speak with Paul, there is a further investigation being done by the electrician and Orange & Rockland on the problem, and if it is due to the overloading of the circuits (due to the adding of more work stations/computers).

Jessica is still waiting on the updated price quote from Brit Plumbing & Heating, to replace faulty shut-off valves in the Men's restroom. There is a recommendation to change the faucets, but Jessica asked them to amend the price quote to remove the faucets since the bathrooms will be redone.

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

***Personnel:***

Evan Gross has accepted the position of Accountant 2 and started on October 28, 2019.

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

***Policy:***

Amy Andrews has asked that the following three policies under C, to be emailed to the policy committee to discuss during their next meeting:

- Freedom of Information (right to See Public Records)
- Regulations for Public Access to NPL Records
- Collection Development Policy

***Technology:***

Update on the Paylocity vs Paychex time clock software. Both Mary and Jessica are recommending that Paychex time clock software be implemented. The cost would be a one-time setup and implementation charge of \$1000. After this initial fee, it would be a monthly increase to the payroll invoice of approximately \$70.

Motion to accept the director's report, as submitted by Jessica Bowen, Director, motioned by Mette Rossi, seconded by Brian Anderson

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 November 25, 2019 at 6:30pm in the library.

**J. Public Forum:**

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

Executive Session:      Started Time: 7:58pm  
   End Time: 8:38pm

*No further business appearing, the board adjourned the meeting at 8:38on motion to adjourn By Mette Rossi, and seconded by Brian Anderson*

Ayes: 5          Noes: 0          Motion carried

Respectfully Submitted,  
Sofija Duic