

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD SEPTEMBER 23, 2019

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

Members Absent: None

Others Present: Jessica Bowen – Director
Howard Heffler –Treasurer
Mette Rossi – Trustee Elect
Sofija Duic – Clerk to Board
Kim Naples
Dali Evans
Pat Dudek

AGENDA

- Pledge of Allegiance
- A. Administering Oath of Office to New Trustee and Board Clerk
 - Election of Officers/Administering Oath of Office to Officers
- B. Public Forum
- C. Roll Call – Approval of Minutes
- D. Approval of Warrants
 - New Vendors
 - Early Approval of Program Payments
- E. Financial Reports
 - Accountant's Report
 - Treasurer's Report- Howard Heffler
- F. Personnel
- G. Sub-Committee Report
 - Long Term Planning
 - Policy
 - Contract
 - Safety & Security Committee
 - Audit Committee
 - Negotiations
- H. Director's Report
- I. Old Business
 - Tech Spectrum Monthly Report
 - Ongoing Issues
- J. New Business
 - Next Meeting Date – October 28, 2019
- K. Public Forum

The Board recited the Pledge of Allegiance.

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

A. Oath of Office administered to newly elected Board Members

Howard Heffler administered the Oath of Office to Sofija Duic Clerk to the Board of Trustee and Mette Rossi Trustee to the Board of Trustee, appointed to the office of trustee of the Nanuet Public Library Board.

B. Approval of Minutes

Sheila O’Brien had recommended changes on “motion by and approvals” was incorrect, as well as Dali Evans correction of spelling (pg 3 and 5), as well as Old Business in its entirety. June needs to be brought back for final approval during the next board meeting in October.

The Board approved the minutes of the meeting held on July 29, 2019 on motion by Amy Andrews, seconded by Jean Cappiello.

Ayes: 5 Noes: 0 Motion carried

C. 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.

Positive: Feedback for the 125th Anniversary, well put together, impressed with all the organization and hard work to put this together.

Negative: Fall Newsletter. Public member received the newsletter late, after some events/programs had already passed. In other cases, the programs that still did not occur, were closed. “If a newsletter cannot be sent out in time – don’t send it out at all.” (Quote per a member of the public that attended) Questioned the cost, how much did it cost to put together the fall newsletter? How many households? Questioned why there were copies at the front desk if this was mailed home and was it necessary to have the newsletter in color? Why spend the money, this would be a cost savings?

D. Approval of Warrants

Warrant Number 2 dated August 2019 was approved on motion by Amy Andrews, seconded by Jean Cappiello.

Ayes: 5 Noes: 0 Motion carried

Warrant Number 3 dated September 2019 was approved on motion by Amy Andrews, seconded by Jean Cappiello.

Ayes: 5 Noes: 0 Motion carried

New Vendors

August 2019

Dali Evans – Employee (Added to Quickbooks – this was done for a reimbursement check)

September 2019

Baldesseri & Coster LLP – CPA Auditors
Delaware Raptor Center – Program Presenter
Stephen Levy – Program Presenter
S&S Wordwide – Program Supplies
Jennifer Stankus - Employee

No Approval Needed

Preapproval of Payments:

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

September 25 – Kimberly Demetriou – Family Tree Button Collage	\$175.00
September 27 – Gilbert Paris – Chair Fitness	\$240.00
September 28 – Sarah Northshield – Silly Stories with Miss Sarah	\$125.00

Total \$540.00

Ayes: 5 Noes: 0 Motion carried

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

October 3 – Rachelle Cox – Canasta Refreshers	\$225.00
October 17 - Party by Lisa – Pumpkin Candle Holders	\$225.00
October 19 – Fran Roesemann – Music with Miss Fran	\$125.00
October 21 – Linda Zimmerman – Hudson Valley UFOs	\$250.00
October 25 – Gilbert Paris – Chair Fitness	\$240.00
October 29 – Linda Zimmerman – Haunted Objects	\$250.00
October 31 – Fran Roesemann – Sing & Sign (4 @ \$125)	\$500.00

Total \$1,815.00

Ayes: 5 Noes: 0 Motion carried

Payments will be made after the programs are completed.

E. Financial Reports

Accountant’s Report – no report as of September 2019

Treasurer’s Report

The Local Library Service Aid was received with another 10% expected. The Library also received a \$1,000 donation from the Kurz Family. The school tax money will start to come in towards the end of October. More than enough money for the month of September to pay bills. The only significant revenue item was the tax money that we collected in January from the school.

The Board approved the Treasurer’s Report dated July 31, 2019, as submitted by Howard

Heffler, on motion by Brian Anderson, seconded by Jean Cappiello.

Ayes: 5 Noes: 0 Motion carried

The Board approved the Treasurer’s Report dated August 31, 2019, as submitted by Howard Heffler, on motion by Brian Anderson, seconded by Jean Cappiello.

Ayes: 5 Noes: 0 Motion carried

F. Personnel

Items discussed included retirements, resignations and four new hires.

The board approved the following retirement on motion by Amy Andrews, seconded by Mette Rossi:

August 16, 2019 –Tracy Suffecool – Librarian II, Head of Children’s Services

Ayes: 5 Noes: 0 Motion carried

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

August 1, 2019 – Resignation of Theresa Girvan - Page

August 8, 2019 – Resignation of Noah Shupe - Page

Ayes: 5 Noes: 0 Motion carried

The board approved the following new hire on motion by Mette Rossi, seconded by Amy Andrews:

August 15, 2019 – Hiring of Urvi Bhatnaga - Page, Julie Mathew - Page, Toni Phillips - Page and Margaret Young – Page.

September 9, 2019 – Hiring of Kim Naples – Librarian II, Adult Services Dept. Head

Ayes: 5 Noes: 0 Motion carried

G. Sub-Committee Reports

Long term planning committee:

Meeting with master planners about the Adult Area is currently scheduled for Tuesday, September 24, 2019. Jessica will update the Board once that meeting has been held and information is shared.

Policy committee:

Did not meet, but there were several policies that needed to be discussed.

Patron Conduct and Procedures Policy - 2nd Reading was approved on motion by Brian Anderson, seconded by Jean Cappiello.

Ayes: 4 Noes: 0 Motion carried - Mette Rossi abstaining

Nanuet Public Library Service Animal Policy – 2nd Reading was approved on motion by Brian Anderson, seconded by Jean Cappiello.

Ayes: 4 Noes: 0 Motion carried - Mette Rossi abstaining

Community Room – 1st Reading – Advanced to the 2nd reading

Authors Visits & Book Signings – 1st Reading – Advanced to the 2nd reading

Marketing and Outreach:

Did not meet

Contract committee:

Did not meet

Safety and Security:

Did not meet

Audit Committee:

Auditors recommended some areas that needed to be corrected in respect to the Books and Records. Breaking up some tasks into a two-step process for the checks and balances of all the transactions, which, was put into place prior to Sheila coming into office. The auditor recommended that everyone perform a check and balance.

- Having another person outside of Mary mail out the bills/checks.
- Having Jessica review the bank statements as a second set of eyes.
- Having a sign off where everyone on the board signs off on the check/bills after one person has reviewed them. Another option would be to take turns in reviewing the packets, even as far as splitting up the task/bills amongst the board members. As well as everyone reviewing the packet before each of the meetings before signing off on them.

Negotiations committee:

Did not meet

H. Director's Report

Items discussed included the trustee training, price quotes on cyber security insurance (the on-going threat and what recently occurred in Monroe/Woodbury School District), as well as the Commercial Package Insurance policy being renewed.

Budget & Finance:

Audits are done, paperwork completed for the EDAP grant, with a request for an official letter from the Nanuet School District for the final approve since they own the building. Letter is projected to be approved at the next board meeting on September 24th. Construct aid application completed for the remaining budget to have the elevator project is completed.

RCLS resolution that the 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:

Fire alarm went off on Monday 9/23, but no smoke or fire was detected by the fire department. The fire department found everything to be safe. A repair is needed on the system. Men's restroom shut off valve is not properly working. Waiting on a price quote for the "shut off valve".

Complaint was made, new divot in the parking lot that needs to be repaired. Most spots were filled, but a new spot was found. Waiting on quote prior to having this filled.

Air-conditioning problems has led to several new quotes for repairs that need to be done. Both Quote A # 2 and 3 were approved by Jessica and done. The other quotes listed below that need Board approval:

Air Kool Mechanical Contracting, Inc. Quote A – Item #1 \$3,937.54 was approved on motion by Amy Andrews, seconded by Jean Cappiello.

Ayes: 5 Noes: 0 Motion carried

Air Kool Mechanical Contracting, Inc. Quote B - \$8,100.00. Was approved on motion by Amy Andrews, seconded by Jean Cappiello. *Approved pending the question about the water leak, and the roof issues. Does the roof need a patch and will it hold a 7.5-ton compressor*

Ayes: 5 Noes: 0 Motion carried

No update from the Friends of the Library

Personnel:

Top 2 candidates for Accountant II were brought back in for 2nd interview.
Sofija Duic accepted the position of the Clerk to the Board on August 5, 2019.
Lauren Banks named Head of Children's Services on a permanent basis.
Jessica Bowen's probationary period with Civil Service is up on September 26.
Need for additional substitute custodial staff during the elevator remodel.
Most recent audit identified a need for separation for duties.

Policy:

Amendment 2 to the Personnel Policies Handbook that was discussed at the July 2019 Board Meeting. Was introduced on motion by Amy Andrews, seconded by Jean Cappiello.

Ayes: 5 Noes: 0 Resolution carried

Jessica Bowen and Mary Heffler suggested the creating a policy giving part-timers who work 12 hours per week or more a pro-rated share of Sick/Personal/Vacation time. How much would this cost in the budget, and creating a policy for this. Numbers first before a "draft" is created for review to the Policy Committee.

Technology:

The need for the Director to have a phone for library business as well as a phone to be used for posting to social media any updates. Phones would be free with a contract, and the cost is low, and does not need the board approval.

Time clock tracking and accountability for the checks and balances of working and staff. Paychex is the better way to go over Paylocity. Paylocity is more updated. Need a cost to go over. Jessica to bring the process for both.

Draft of the new homepage is ongoing. Adding a donate button on website? The Library is able to accept donations, but are we able to have a donate button. Is this something that can be done? Friends? Revisit later.

Frontline gave a cost for designing the webpage – is there a cost built in to the maintenance? Is it thru Wordpress?

Department head Meeting in October to go over how the reports need to be put together for the Board.

I. Old Business:

J. New Business:

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

K. Public Forum:

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

EXECUTIVE Session: Started Time: 9:06pm
End Time: 9:39pm

No further business appearing, the board adjourned the meeting at 9:39PM on motion to adjourn by Brian Anderson, seconded by Jean Cappiello

Ayes: 5 Noes: 0 Motion carried

Respectfully Submitted,
Sofija Duic