

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD January 25, 2021

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

Members Absent: Sofija Duic - Clerk to the Board
Evan Gross - Accountant

Others Present: Jessica Bowen – Director
Howard Heffler –Treasurer
Kim Naples

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 – Evan Gross
 - Treasurer's Report- Howard Heffler
- E. Personnel
- F. Sub-Committee Report
 - Long Term Planning
 - Policy
 - 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: February 22, 2021
- J. Public Forum

The Board recited the Pledge of Allegiance.

Sheila O'Brien called the meeting to order at 6:36 PM

A. Approval of Minutes

The Board approved the minutes of the meeting held on December 28, 2020, pending correction in the Director's report with the removal of the committees with no updates, on motion by Amy Andrews seconded by Mette Rossi

Ayes: 5 Noes: 0 Abstaining: 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 Member Present

C. Approval of General Operating Fund Warrants

Warrant Number 7 dated January 2021 (checks numbered 15085 thru 15118) for \$76,975.42 was reviewed and approved on motion by Mette Rossi seconded by Brian Anderson.

Ayes: 5 Noes: 0 Abstaining: Motion carried.

New Vendors

January 2021 -

The Horn Book - Magazine Subscription (Juv & YA literature)

Pre-Approval of Payments:

On motion by Amy Andrews seconded by Brian Anderson, the January 2021 program invoices were pre-approved:

February 23 - Mediumship	Rosemary Rubinetti Cappiello	\$250.00
February 25 - Catherine Rubin	Music Together (4 @ \$45)	\$180.00
<u>February 26 - Dana Ansons</u>	<u>Chair Fitness (3 @ \$50)</u>	<u>\$150.00</u>
Total:		\$580.00

Ayes: 5 Noes: 0 Abstaining: Motion carried.

All in person programs have been cancelled for January 2021 due to the COVID-19 Mandated Closures. Programs and classes will be done on Facebook Live.

D. Financial Reports

Accountant's Report

Motion to accept the Accountant Reports dated December 31, 2020 that was done on a cash basis, on motion by Mette Rossi seconded by Amy Andrews.

Ayes: 5 Noes: 0 Abstaining: Motion carried.

Treasurer's Report

90% of the construction grant has come in. We will receive the final 10% payment once the final report is filed and the state approves it.

In January 2021, the library received a payment from the real estate taxes in the amount of \$158,381.00 bringing the total collected to \$3,052,081.00. To date 98.6% of the tax levy has been collected, 1.6% ahead of what was collected in 2019. Final payment will be received in April for the amount of \$43,784.00

The Board approved the Treasurer's Report dated December 2020, as submitted by Howard Heffler, on motion by Mette Rossi, seconded by Brian Anderson.

Ayes: 5 Noes: 0 Abstaining: Motion carried.

E. Personnel

No new personnel changes

F. Sub-Committee Reports

Long term planning committee:

Did not meet. Planning on meeting with the Nanuet School District Board on February 2, 2021.

Policy committee:

Met January 21, 2021

Motion to approve the Library Card Policy has been approved on motion by Mette Rossi, seconded by Amy Andrews.

Ayes: 5 Noes: 0 Abstaining: Motion carried.

Use of the Children's Room Policy - changes to ages has been changed based on Lauren Banks suggestions. This will be brought back for a second reading in February 2021.

Child Safety Policy is a newly drafted policy intended to replace the "Unattended or Disruptive Children Policy" which will be brought back for a second reading in February 2021.

Use of the Story Room Policy will be brought back for a second reading in February once Lauren Banks has reviewed and will be brought back for a second reading in February 2021.

Procurement Policy and Investment Policy have been reviewed by Evan Gross and Howard Heffler. The addition of Evan Gross, the Library's accountant, has been added to the policy. This will be brought back for a final approval in February 2021.

The next Policy Committee meeting will be February 11, 2021 to discuss the draft of the Public Health Crisis Policy/Public Health Emergency Operations Plan.

Safety and Security:

The committee did not meet

Audit Committee:

The committee did not meet

Negotiations committee:

The committee started the contract negotiations process for June 2021.

G. Director's Report

This month's Directors Report focused on the closure due to the COVID-19 outbreak, updates on staff and the services that are being provided remotely to Nanuet Residence.

Administration:

Oath of office to be notarized by Howard Heffler.

Current long-range plan is dated for 2017-2021. Need a new 5 year plan. We need to start the process of discussion for a new long term policy to take effect January 2022-December 2026.

Building & Grounds:

Library is currently curbside only, until further notice.

Reopening for February, with recommendations for new procedures to be in place. Possible opening of February 16, 2021. Jessica Bowen to bring to Randy Braun to approve.

- 30 Minute usage in the building per patrons per day, which does include computer usage, browsing and checkout.
- Maximum of 25 patrons in the building at a time (different capacity per room).
- No use of study carrels
- Giving each patron a handout that shows the rules and procedures and what time they are set to leave the library.
- Practice safe hygiene guidelines, practice social distancing, etc.

Motion to approve the addendum to the Patron Code of Conduct with the one suggestions, on motion by seconded by Amy Andrews.

Ayes: 5 Noes: 0 Abstaining: Motion carried.

Budget & Finance

The library will remain fine free through the 2020-2021 fiscal year. The board will revisit this in June in time for the 2021-2022 fiscal year. This is only for late fees on borrowed items. Anything that is lost or damaged, and chromebooks will be charged a late fee.

Technology:

The current Cyber Liability Insurance is set to expire in February 2021. Jessica Bowen has sent out applications for price quotes.

The Board approved the Directors Report dated January 25, 2021 as submitted by Jessica Bowen, on motion by Amy Andrews seconded by Jean Cappiello.

Ayes: 5 Noes: 0 Abstaining: Motion carried.

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

H. Old Business:

Discussed and updated accordingly

I. New Business:

The next regular meeting of the Nanuet Board of Trustees will be held on Monday, February 22 2021 at 6:30 pm via Zoom.

J. Public Forum:

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One member present, did not address the board

Motion to adjourn the trustee meeting at 7:44 pm on motion by Mette Rossi seconded by Amy Andrews.

Ayes: 5 Noes: 0 Abstaining: Motion carried.

Executive Session: Started Time: 7:48 pm
End Time: 8:10 pm

Discussion of legal issue, personnel issue and patron issue.

Motion to adjourn the trustee meeting at 8:10 pm on motion by Mette Rossi seconded by Jean Cappiello

Ayes: 5 Noes: 0 Abstaining: Motion carried.

Respectfully Submitted,
Sofija Duic