

MINUTES OF THE BOARD OF TRUSTEES MEETING March 24, 2025

Members Present: Mette Rossi, Katarina McGuigan, Teri Cantor, Sheila O'Brien, Bethel Marcus
(@ 7:03pm)

Members Absent:

Others Present: Jessica Bowen Ossa – Director
Sofija Duic - Clerk to the Board
Howard Heffler - Treasurer

AGENDA

- A. Call Meeting to Order / Pledge of Allegiance
- B. Roll Call
- C. Report of the Chair
- D. Nominations and Elections of Officers
- E. Approval/Change of Agenda
- F. Approval of Minutes of Preceding Meeting
- G. Public Forum
- H. Committee/Sub-Committee Reports:
 - Long Term Planning - Committee Members: Teri Cantor and Mette Rossi
 - Building Renovation - Committee Members: Teri Cantor and Mette Rossi
 - Policy - Committee Members: Sheila O'Brien and Bethel Marcus
 - Safety & Security Committee - Committee Members: Kat McGuigan and Sheila O'Brien
 - Audit Committee - Committee Members: Teri Cantor and Bethel Marcus
 - Budget & Finance: Bethel Marcus and Kat McGuigan
 - Negotiations - Committee Members: Mette Rossi
- I. Warrants & Pre-Approvals
 - Warrants
 - New Vendors
 - Personnel
 - Pre-Approval of Program Payments
- J. Financial Reports:
 - Accountant's Report - Dennis Stoner
 - Treasurer's Report - Howard Heffler
- K. Director's Report
 - Long Range Library Plan
- L. Old Business
- M. New Business
 - Next Meeting Date - April 28, 2025
- N. Public Forum
- O. Adjournment

A. Call Meeting to Order / Pledge of Allegiance

The Board recited the Pledge of Allegiance.
Mette Rossi called the meeting to order at 6:35pm

B. Roll Call

C. Report of the Chair

D. Nominations and Elections of Officers, if any

E. Approval/Change of Agenda

Amend the agenda to include the discussion of the Library Budget for the 25-26 Fiscal Year under Budget and Finance.

The Board approved the Agenda for the meeting held on March 24, 2025, on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

F. Approval of Minutes of Preceding Meeting

February minutes will be reviewed during the April 28th Board Meeting

G. 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 Present.

H. Committee/Sub-Committee Reports:

Long Term Planning:

Committee Members: Mette Rossi and Teri Cantor
Did not meet. Will meet late April/May.

Building Renovation:

Committee Members: Mette Rossi & Teri Cantor

Policy:

Committee Members: Mette Rossi and Bethel Marcus (Sheila O'Brien to replace Mette Rossi)
The committee meet on Monday, March 10th @ 5pm via Zoom
The next Policy Committee meeting is set for Monday, April 21st @ 5pm via Zoom

Motion to accept the Reconsideration of Library Materials Policy & attached Form on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 5 Noes: 0 Abstaining: Motion carried.

Motion to accept the Program Policy, Performer/Presenter Agreement Form (2 versions - Adult/Children) and Programming Questions & Concerns Form for the Nanuet Public Library, on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 5 Noes: 0 Abstaining: Motion carried.

Motion to accept the Library Programming Questions & Concerns Form for the Nanuet Public Library, on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 5 Noes: 0 Abstaining: Motion carried.

2nd Reading:

By-laws with the Attorney Red-Line Revisions

1st Reading:

Operations Plan & Protocols for Responding to a Public Health Emergency Involving a Communicable Disease

Safety & Security Committee:

Committee Members: Kat McGuigan and Sheila O'Brien
The committee did not meet

Audit Committee:

Committee Members: Teri Cantor and Bethel Marcus
The committee did not meet

Budget & Finance:

Committee Members: Bethel Marcus and Kat McGuigan
Meet on Wednesday March 12th @ 12pm via Zoom
See Director's report.

Negotiations:

Committee Members: Mette Rossi
The committee did not meet

I. Warrants & Pre-Approvals

Warrants:

General Fund Warrant Number 8A dated February 2025 (check number 17693-17695, and 1 ACH Debt.) for \$2,456.50 was reviewed and approved on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 5 Noes: 0 Abstaining: 0 Motion carried

General Fund Warrant Number 9 dated March 2025 (check number 17696-17756) for \$97,724.67 was reviewed and approved on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 5 Noes: 0 Abstaining: 0 Motion carried

Capital Fund Warrant Number 9 dated March 2025 (checks numbered 1034-1035) for \$59,376.80 was reviewed and approved on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 5 Noes: 0 Abstaining: 0 Motion carried

New Vendors:

General Fund:

- Coast to Coast Solutions Inc. - Street Fair totes
- Genesis Graphics, Inc. - Children's Program Supplies
- Rizzo, Fran - JUV Program Presenter
- August Eriksmoen Productions, Inc. - Program Presenter

Personnel:

No changes for March 2025

Pre-Approval of Program Payments:

On motion by Bethel Marcus, seconded by Katarina McGuigan For the April 2025 program invoices were pre-approved:

Date	Presenter	Program	Quantity	Cost per unit	Total for Month
2-Apr	Joan LLoyd	Volunteer Earring Making Workshop	1	\$150.00	\$150.00
4-Apr	Alan Bernstein	Remembering the Catskills	1	\$100.00	\$100.00
8-Apr	Fran Roesemann	Sing and Sign	5	\$160.00	\$800.00
10-Apr	August Eriksmoen Productions, Inc.	Bees in the Barn Concert	1	\$675.00	\$675.00
14-Apr	Kurt Gallager	Mr. Kurt in Concert	1	\$250.00	\$250.00

17-Apr	Jack's Petting Farm, Inc	Jack's Petting Farm	1	\$1,210.00	\$1,210.00
23-Apr	Little Ivy Academy	Invention Makers : Let's Fly!	1	\$300.00	\$300.00
26-Apr	Frederick Katzenberg	Frederick Katzneberg & William Rich Concert	1	\$555.00	\$555.00
30-Apr	Dana Ansons	Chair Yoga	4	\$50.00	\$200.00

Total: **\$4,240.00**

Ayes: 5 Noes: 0 Abstaining: 0 Motion carried.

J. Financial Reports:

Accountant's Report - Dennis Stoner:

The Board approved the Accountant’s Report dated February 2025, as submitted by Dennis Stoner, on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 5 Noes: 0 Abstaining: Motion carried.

Treasurer's Report - Howard Heffler:

The Board approved the Treasurer’s Report dated February 2025, as submitted by Howard Heffler, on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 5 Noes: 0 Abstaining: Motion carried.

K. Director’s Report:

Budget & Finance:

Dennis Stoner - Accountant discussed increases and decreases in the budgets for the upcoming year (2025-2026).

There is an increase in maintenance and supplies – because of things breaking and needing repair, and other areas which are realistic based on the current costs.

An increase of .61% increase from 2024-2025 to 2025-2026.

Motion to approve the proposed 2025-2026 Budget on a motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 1 Motion carried.

Resolved, that the Board of Education of Nanuet Union Free School District, Towns of Clarkstown and Orangetown, County of Rockland, raise annually by taxation the amount of \$3,337,500 to be used for public library purposes and is hereby authorized to levy the necessary tax therefore, Introduced By Mette Rissi, and seconded by Teri Cantor, on a vote of 4 to 0, and 1 abstaining the President of the Nanuet Public Library Board of Trustees declared the Resolution adopted.

Buildings & Grounds:

Motion to approve the renewal of the landscaping contract with Hemlke from April to November for \$1,950 per month, for the amount of \$15,600 with a 5% fuel surcharge on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 5 Noes: 0 Abstaining: 0 Motion carried.

Policy:

Discussed during the Policy Committee

Personnel:

Motion to approve the quote from Baudville for the Years of Service Awards in the amount of \$3,876.40 on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 5 Noes: 0 Abstaining: 0 Motion carried.

The Board approved the Director's Report dated March 24, 2025 as submitted by Jessica Bowen Ossa, on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 5 Noes: 0 Abstaining: 0 Motion carried.

L. Old Business:

Discussed and updated accordingly

M. New Business:

The next regular meeting of the Nanuet Board of Trustees will be held on April 28, 2025 at 6:30 pm in person.

N. Public Forum

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No Members of the Public Present.

O. Adjournment

Motion to adjourn the trustee meeting at 9:02 pm on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 5 Noes: 0 Abstaining: Motion carried.

Respectfully Submitted,
Sofija Duic