

MINUTES OF THE BOARD OF TRUSTEES MEETING April 28, 2025

Members Present: Mette Rossi, Teri Cantor, Sheila O'Brien, Bethel Marcus

Members Absent: Katarina McGuigan

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 - May 25, 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 6:40pm

B. Roll Call

C. Report of the Chair

D. Nominations and Elections of Officers, if any

E. Approval/Change of Agenda

The Board approved the Agenda for the meeting held on April 28, 2025, on motion by Teri Cantor, seconded Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

F. Approval of Minutes of Preceding Meeting

The Board approved the Agenda for the meeting held on February 24, 2025, on motion by Teri Cantor, seconded Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

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

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

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 May/June.

Building Renovation:

Committee Members: Mette Rossi & Teri Cantor
Did not meet. Will meet late May/June

Policy:

Committee Members: Sheila O'Brien and Bethel Marcus
The committee met on Thursday, April 24th @ 5:15pm via Zoom
The next Policy Committee meeting is set for Tuesday, May 13th @ 5:15pm via Zoom

2nd Reading:

Motion to accept the Bylaws on motion by Teri Cantor, seconded Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Motion to accept the the Operations Plan & Protocols for Responding to a Public Health Emergency Involving a Communicable Disease, on motion by Teri Cantor, seconded Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Next for Discussion:

Volunteer Policies and Forms
Bulletin Board Policy

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
The committee did not meet

Negotiations:

Committee Members: Mette Rossi
The committee did not meet

I. Warrants & Pre-Approvals

Warrants:

General Fund Warrant Number 10 dated April 2025 (check number 17757-17806) for \$95,537.12 was reviewed and approved on motion by Teri Cantor, seconded Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Capital Fund Warrant Number 10 dated April 2025 (checks numbered 1036) for \$17,402.60 was reviewed and approved on motion by Teri Cantor, seconded Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

New Vendors:

General Fund:

Francis Katzenberg - Program Presenter
 Baudville - Service Award Trophies
 Dia Art Foundation - New Museum Membership

Personnel:

No changes for April 2025

Pre-Approval of Program Payments:

On motion by Teri Cantor, seconded by Bethel Marcus For the May 2025 program invoices were pre-approved:

Date	Presenter	Program	Quantity	Cost per unit	Total for Month
11-May	Matty Roxx	Matty Roxx in Concert	1	\$325.00	\$325.00
12-May	Jayne Conte	Watercolor Techniques with Jayne	4	\$152.50	\$610.00
21-May	Danielle Craig	Girl Body Image Tween Workshop	1	\$400.00	\$400.00
22-Mayr	Christine Adams	Felting Workshop	2	\$250.00	\$500.00
28-May	Dana Ansons	Chair Yoga	4	\$50.00	\$100.00

Total: **\$2,035.00**

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

J. Financial Reports:

Accountant's Report - Dennis Stoner:

The Board approved the Accountant's Report dated March 2025, as submitted by Dennis Stoner, on motion by Teri Cantor, seconded Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Treasurer's Report - Howard Heffler:

The Board approved the Treasurer's Report dated March 2025, as submitted by Howard Heffler, on motion by Teri Cantor, seconded Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: Motion carried.

K. Director's Report:

Budget & Finance:

Audit for 2023-2024 is complete. Committee to set up a meeting to discuss findings and suggestions.

Buildings & Grounds:

Library was closed on Thursday 4/24. Rockland Electric and O&R came to connect everything. Generator project is now considered complete.

Long-Range Planning / Renovation Project:

Nanuet Public Library, County Of Rockland, State Of New York, Board Of Trustees Resolutions Authorization Approving First Amendment To Construction Management Advisory Services Agreement, Introduced by Mette Rossi, Seconded by Teri Cantor, Date of Adoption: April 28, 2025

Policy:

Discussed during the Policy Committee

Personnel:

Motion to accept the creation the position of Library Aide for the Children's Program as a Part-Time position on motion by Teri Cantor, seconded Bethel Marcus

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

Motion to start advertising for a Part-Time Circulation Clerk on motion by Teri Canotor, and seconded Bethel Marcus.

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

Possible creating a Custodial Worker - PT. Jessica to speak with the county to see what options are for a part time, temporary position to be used during renovations.

The Board approved the Director's Report dated April 28, 2025 as submitted by Jessica Bowen Ossa, on motion by Teri Cantor, seconded Bethel Marcus

Ayes: 4 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 May 22nd, 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 8:49 pm on motion by Teri Cantor, seconded Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Respectfully Submitted,
Sofija Duic