

## **MINUTES OF THE BOARD OF TRUSTEES MEETING May 22, 2025**

**Members Present:** Mette Rossi, Teri Cantor, Sheila O'Brien (@ 6:43pm), Bethel Marcus (left @ 7:37), Katarina McGuigan

**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 - June 23, 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 6:36pm

**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 May 22, 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 April 28, 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.

**Building Renovation:**

Committee Members: Mette Rossi & Teri Cantor

Did not meet. Will met June 2nd @ 4pm

**Policy:**

Committee Members: Sheila O'Brien and Bethel Marcus

The committee met on Friday, May 16th @ 3:00pm via Zoom

The next Policy Committee meeting is set for Friday, June 13th @ 3:30pm via Zoom

***2nd Reading:***

Nanuet Public Library, County Of Rockland, State Of New York, Board Of Trustees Resolution Adoption Of Revisions To By-Laws Of The Nanuet Public Library, Introduced by Mette Rossi, Seconded by Teri Cantor, Date of Adoption: April 28, 2025

WHEREAS, pursuant to Article 11 of the existing By-Laws of the Nanuet Public Library (the "Library"), proposed revisions to the Library's By-Laws have been presented to its Board of Trustees (the "Board") for review at its regular meeting held on March 24, 2025; and

WHEREAS, such proposed revisions have been recorded in the Minutes of the regular meeting of the Board held on March 24, 2025; and

WHEREAS, the Board has duly deliberated and considered such proposed revisions to the Library's By-Laws; now, therefore, be it

RESOLVED, that the Board of Trustees of the Nanuet Public Library hereby adopts, by a majority vote, the proposed revisions to the By-Laws of the Nanuet Public Library in the form attached to this Resolution.

On a vote of 5 to 0, the President of the Board of Trustees declared the Resolution adopted.

***1st Reading:***

Volunteer Policies and Forms

Bulletin Board Policy

**Safety & Security Committee:**

Committee Members: Kat McGuigan and Sheila O'Brien

The committee did not meet

Board Recommendations were incorporated in the new rules for the after school program. Approved by the Superintendent of the School District. The letter was sent out via the digital backpack and took effect on Monday 5/12, and to date, it is working.

**Audit Committee:**

Committee Members: Teri Cantor and Bethel Marcus

The committee met on Friday, May 9th @ 3pm.

**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 11 dated May 2025 (check number 17807-17859) for \$93,252.90 was reviewed and approved on motion by Teri Cantor, seconded Bethel Marcus

Ayes: 5                Noes: 0        Abstaining: 0    Motion carried

Capital Fund Warrant Number 11 dated May 2025 (checks numbered 1037) for \$23,092.03 was reviewed and approved on motion by Teri Cantor, seconded Bethel Marcus

Ayes: 5                Noes: 0        Abstaining: 0    Motion carried

**New Vendors:**

**General Fund:**

Gannett New York-New Jersey LocaliQ - Name change from Journal News Media Group

**Personnel:**

No changes for May 2025

**Pre-Approval of Program Payments:**

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

Date	Presenter	Program	Quantity	Cost per unit	Total for Month
4-Jun	Danielle Fisher	Bendy Bookworm Yoga	6	\$135.00	\$810.00
14-Jun	Rockland County Concert Band	Rockland County Concert Band	1	\$600.00	\$600.00
18-Jun	Wesley Gottlock	Bannerman Castle	1	\$175.00	\$175.00
23-Jun	Palisades Interstate Park Commission	Hidden on Closter Mountain	1	\$100.00	\$100.00
23-Jun	Polar Pops	Ice Cream Kick Off	1	\$3/PP	TBD**
26-Jun	Rosemarie Rubinetti Cappiello	Meditation 101	1	\$300.00	\$300.00

28-Jun	Kurt Gallagher	Mr. Kurt in Concert	1	\$250.00	\$250.00
30-Jun	David Engle	Dr. Wonka's Wondershow	1	\$500.00	\$500.00

**\*\* Friends sponsoring first 500 patrons = \$1,500 ; balance to be paid by NPL**

**Total: \$2,735.00**

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

**J. Financial Reports:**

**Accountant's Report - Dennis Stoner:**

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

Ayes: 4      Noes: 0      Abstaining:      Motion carried.

**Treasurer's Report - Howard Heffler:**

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

Final payment for the school taxes in the amount of \$36,376 has been deposited for 100% of the tax levy equaling \$3,370,500.

Ayes: 4      Noes: 0      Abstaining:      Motion carried.

**K. Director's Report:**

**Administration:**

Preliminary voting results are in. Pending write in votes.

**Budget & Finance:**

Motion to set up Twilio Account for reminders for programs on motion by Teri Canotor, and seconded Katarina McGuigan.

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

**Policy:**

Discussed during the Policy Committee

**Personnel:**

Motion to accept the interview and hire 3-4 new pages to replaces the current pages that are set to graduate on motion by Teri Cantor, seconded Katarina McGuigan

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



Motion to adjourn the trustee meeting at 8:59 pm on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4      Noes: 0      Abstaining:      Motion carried.

Respectfully Submitted,  
Sofija Duic