

MINUTES OF THE BOARD OF TRUSTEES MEETING July 28, 2025

Members Present: Mette Rossi, Teri Cantor, Sheila O'Brien, Katarina McGuigan

Members Absent: Bethel Marcus

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
 - a. Nanuet Board of Trustee Reorganization Agenda
- 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 - August 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 6:41pm

B. Roll Call

C. Report of the Chair

Motion for the approval of the Nanuet Board of Trustee Reorganization Agenda dated July 28, 2025 on motion by Teri Cantor seconded by Katarina McGuigan

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

D. Nominations and Elections of Officers, if any

I, Mette Rossi, resident of the Nanuet Union Free School District, and aforesaid County and State, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge the duties of the office of: **Trustee - Board of Trustees of the Nanuet Public Library** according to the best of my ability.

I, Sheila O'Brien, resident of the Nanuet Union Free School District, and aforesaid County and State, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge the duties of the office of: **Trustee - Board of Trustees of the Nanuet Public Library** according to the best of my ability.

Nomination of Mette Rossi as President of the Board - Motion by Teri Cantor seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Nomination of Teri Cantor as Vice President of the Board - Motion by Katarina McGuigan, seconded by Sheila O'Brien

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Nomination Sheila O'Brien to Secretary of the Board - Motion by Teri Cantor, seconded by Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: Motion carried.

E. Approval/Change of Agenda

The Board approved the Agenda for the meeting held on July 28, 2025, on motion by Teri Cantor, seconded by Katarina McGuigan

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 June 23, 2025, on motion by Teri Cantor, seconded by Katarina McGuigan

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
The committee met on Tuesday, July 8th @ 4:15pm via Zoom
Next meeting is TBA / as needed
Future personnel positions were discussed

Building Renovation:

Committee Members: Mette Rossi & Teri Cantor
The committee met on Tuesday, July 24th @ 4:00pm - In person
Updates to renovation plan discussed with architects.

Policy:

Committee Members: Sheila O'Brien and Bethel Marcus
The committee did not meet

Safety & Security Committee:

Committee Members: Kat McGuigan and Sheila O'Brien
The committee did not meet
Locations have been selected, and installation will begin for camera's

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 12A dated June 2025 (checks number 17921-17924) for \$2,667.15 was reviewed and approved on motion by Teri Cantor, seconded by Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

General Fund Warrant Number 1 dated July 2025 (checks number 17925-17975) for \$93,763.88 was reviewed and approved on motion by Teri Cantor, seconded by Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Capital Fund Warrant Number 1 dated July 2025 (check numbered 1040) for \$20,344.20 was reviewed and approved on motion by Teri Cantor, seconded by Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

New Vendors:

General Fund:

Poyfair, Crystal d/b/a Pioneer Reptiles LLC - JUV Program Presenter
Williams, Chad d/b/a Wonder Spark Puppets - JUV Program Presenter
Alstrom, Edward - Program Presenter

Personnel:

The board approved the following amended April 2025 Personnel recommendations motion by Teri Cantor seconded by Katarina McGuigan

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

1 Resignation:

April 24, 2025 - Jessica Bower - Librarian I Sub

The board approved the following amended June 2025 Personnel recommendations motion by Teri Cantor seconded by Katarina McGuigan

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

3 New Hires:

June 2, 2025 - Susan Schuler - Librarian I (Sub)

June 30, 2025 - Elizabeth Monaco - Office Worker Student
 June 30, 2025 - Urvi Bhatnagar - Clerk Sub

4 Resignations:

June 1, 2025 - Urvi Bhatnagar - Office Worker Student
 June 2, 2025 - Margaret Young - Page
 June 30, 2025 - Reia Thomas - Page
 June 30, 2025 - Doreen McAvoy - Librarian I (Sub)

The board approved the following July 2025 Personnel recommendations motion by Teri Cantor seconded by Katarina McGuigan

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

1 Resignation:

July 5, 2025 - Margaret Young - Office Worker Student

2 New Hire:

July 7, 2025 - Margaret Young - Program Aide (Children's Programs) PT
 July 29, 2025 - Robin Livney - Clerk Sub

Pre-Approval of Program Payments:

On motion by Teri Cantor, seconded by Katarina McGuigan For the August 2025 program invoices were pre-approved:

Date	Presenter	Program	Quantity	Cost per unit	Total for Month
4-Aug	Jolie Della Valle	Bubbly Beats with Miss Jolie	1	\$460.00	\$460.00
5-Aug	Florence Labaze (Exceptional Child and Home Inc)	Zumbini with Flo	1	\$400.00	\$400.00
7-Aug	Little Ivy Academy	Eyes on Spies	1	\$300.00	\$300.00
7-Aug	Ed Alstrom	Yankee Stadium: From the (Organ) Bench with Ed Alstrom	1	\$250.00	\$250.00
11-Aug	John Murray	Mr. John in Concert	1	\$300.00	\$300.00
12-Aug	Christina Buonauro	Jiggly Wiggly	1	\$150.00	\$150.00
15-Aug	Making Faces Parties, Inc.	End of Summer Block Party	1	\$828.00	\$828.00
15-Aug	Fiesta Time Party Rental	End of Summer Block Party	1	\$292.97	\$292.97
23-Aug	Jim Royle	Caribbean Jazz Connection	1	\$850.00	\$850.00
29-Aug	Yoko Olson	Learn To Play Canasta	5	\$50.00	\$250.00

\$4,080.97

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

J. Financial Reports:

Accountant's Report - Dennis Stoner:

Budget Amendments

Increases to the budget:

Publicity - \$10,000.00

Professional Services - \$10,000.00

Total - \$20,000.00

Decreases to the budget:

Technical Services - \$10,000.00

Supplies - \$5,000.00

Contingencies - \$5,000.00

Total - \$20,000.00

Motion to approve the above budget amendments as of June 30, 2025 proposed by Dennis Stoner on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: Motion carried.

<i>2025 - 2026 Budget Change</i>	Budget	Change	Adjusted Budget
Programs	\$65,000	\$10,000	\$75,000
Books	\$180,000	(\$10,000)	\$170,00

Motion to approve the above budget amendments as of July 28, 2025 proposed by Dennis Stoner on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: Motion carried.

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

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Treasurer's Report - Howard Heffler:

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

K. Director's Report:

Budget & Finance:

Changes made to the budget - discussed and voted on during the Accountant report.

Building & Grounds:

Motion to approve the Helmke Industries, Inc. for the amount of \$2,995.00 for the Drainage Proposal at the Library with the extended roof drain, on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Motion to authorize Jessica Bowen-Ossa, to accept the lowest bid for the carpet replacement on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Motion to authorize Jessica Bowen-Ossa, to accept the lowest bid for the drywall replacement, not to exceed \$5,000.00 on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Motion to approve the Citywide quote for the parking lot painting for the amount of \$3,465.00 on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Motion to approve the Helmke Industries, Inc. for the amount of \$11,120.00 for a new compressor, and the parts and labor on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Motion to approve the Frontline Data Services, proposal for the amount of \$4,790.00 for replacement equipment due to the damage done due to the flooding on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Personnel:

Motion to approve the creation of the Full Time Public Information Specialist position, on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Motion to approve the creation of the Full Time Public Information Specialist position, on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Motion to approve the interview and hiring a Substitute Custodian Cleaner in accordance with long range plan goals and strategies on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Motion to approve the provisional appointment of Peggy Purcell as a Library Clerk - Typist Full-time position pending the results of the civil services exam on motion by Teri Cantor, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

The Patron Code of Conduct was recommended to be amended by staff to update the policy to include scooters as a prohibited item. First reading completed, will be brought back in August for final approval.

The Board approved the Director's Report dated July 28, 2025 as submitted by Jessica Bowen Ossa, on motion by Teri Cantor, seconded by Katarina McGuigan

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 August 25, 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 9:08 pm on motion by Teri Cantor, seconded by Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Respectfully Submitted,
Sofija Duic