

MINUTES OF THE BOARD OF TRUSTEES MEETING August 25, 2025

Members Present: Mette Rossi, Sheila O'Brien, Katarina McGuigan, Bethel Marcus

Members Absent: Teri Cantor

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: Bethel Marcus and Mette Rossi
 - Building Renovation - Committee Members: Bethel Marcus and Mette Rossi
 - Policy - Committee Members: Sheila O'Brien and Bethel Marcus
 - Safety & Security Committee - Committee Members: Katarina McGuigan and Sheila O'Brien
 - Audit Committee - Committee Members: Teri Cantor and Bethel Marcus
 - Budget & Finance: Bethel Marcus and Katarina 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 - September 29, 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

D. Nominations and Elections of Officers, if any

None

E. Approval/Change of Agenda

The Board approved the Agenda for the meeting held on August 25, 2025, on motion by Bethel Marcus, seconded by Katarina McGuigan

Ayes: 3 Noes: 0 Abstaining: 0 Motion carried

F. Approval of Minutes of Preceding Meeting

The Board approved the minutes for the meeting held on July 28, 2025, on motion by Bethel Marcus, seconded by Katarina McGuigan

Ayes: 3 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.

Susan Bloom - Friends Group

H. Committee/Sub-Committee Reports:

Long Term Planning:

Committee Members: Mette Rossi and Bethel Marcus

The committee did not meet

Building Renovation:

Committee Members: Mette Rossi & Bethel Marcus

The committee did not meet

Next meeting is September 8th @ 4:30pm In Person

Policy:

Committee Members: Sheila O'Brien and Bethel Marcus

The committee did not meet, however an update was made to the Patron Conduct and Procedures Policy

Motion to approve the updates to the Patron Conduct and Procedures Policies, on motion by Bethel Marcus, seconded by Katarina McGuigan

Ayes: 3 Noes: 0 Abstaining: 0 Motion carried

Safety & Security Committee:

Committee Members: Katarina McGuigan and Sheila O'Brien

The committee did not meet

Locations have been selected, and installation of the exterior cameras has not been started

Motion to authorize Jessica Bowen Ossa to retain Frontline to replace the indoor security exterior cameras as well as the addition of 2 cameras to the community and replace the 2 outdoor cameras, not to exceed \$15,000 on motion by Bethel Marcus, seconded by Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Audit Committee:

Committee Members: Teri Cantor and Bethel Marcus

The committee did not meet

Budget & Finance:

Committee Members: Bethel Marcus and Katarina 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 2 dated August 2025 (checks number 17976-18030) for \$135,725.83 was reviewed and approved on motion by Bethel Marcus, seconded by Katarina McGuigan

Ayes: 3 Noes: 0 Abstaining: 0 Motion carried

Capital Fund Warrant Number 2 dated August 2025 (check numbered 1041) for \$36,520.25 was reviewed and approved on motion by Bethel Marcus, seconded by Katarina McGuigan

Ayes: 3 Noes: 0 Abstaining: 0 Motion carried

New Vendors:

General Fund:

Labaze, Florence dba Exceptional Child and Home Inc. - JUV Program Presenter
 JFC Management LLC dba Color Me Mine - JUV Program Presenter
 Royle, James - Program Presenter
 City Wide Facility Services Westchester - Parking lot striping ; Drywall repairs & Painting

Personnel:

The board approved the following August 2025 Personnel recommendations motion by Bethel Marcus seconded by Katarina McGuigan

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

1 Resignation:

August 5, 2025 - Carol Ann Schaefer - Clerk PT
 August 25, 2025 - Chrystelle Fignole - PAGE
 August 25, 2025 - Elizabeth Monaco - PAGE
 August 25, 2025 - Nicole Pisetzner - PAGE

3 New Hires:

August 28, 2025 - Raseal Alteir - PAGE
 August 28, 2025 - Carlos Garcia-Perez - PAGE
 August 28, 2025 - Shane Cullen - PAGE

Pre-Approval of Program Payments:

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

Date	Presenter	Program	Quantity	Cost per unit	Total for Month
1-Sep	Linda Newman	Knitting Classes	26	\$15.38	\$400.00
1-Sep	Pat Dudek	Quilting Classes - July 2024 - June 2025	20	\$17.50	\$350.00
13-Sep	Chris Dingman	Chris Dingman, Solo Vibraphone	1	\$700.00	\$700.00
18-Sep	RoseMarie Rubinetti Cappiello	Energy Balancing with the Pendulum	1	\$300.00	\$300.00
18-Sep	ROBOTICS4U	Apprentice Engineers Workshop	1	\$700.00	\$700.00

19-Sep	Alex Prinzgintas	Landscape Architecture of the Hudson Valley	1	\$175.00	\$175.00
22-Sep	Rick Stromoski	Cartooning with Rick	1	\$300.00	\$300.00
29-Sep	Palisades Interstate Park Commission	Found Drowned: An 1873 Murder on the Palisades	1	\$100.00	\$100.00
30-Sep	Frann Rizzo	Art Studio with Miss Frann	1	\$125.00	\$125.00

\$3,150.00

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

J. Financial Reports:

Accountant's Report - Dennis Stoner:

The Board approved the Accountant's Report dated July 2025, as submitted by Dennis Stoner, on motion by Bethel Marcus, seconded by Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Treasurer's Report - Howard Heffler:

The Board approved the Treasurer's Report dated July 2025, as submitted by Howard Heffler, on motion by Bethel Marcus, seconded by Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: Motion carried.

K. Director's Report:

Administration:

Code of Ethics & Trustee Conflict of Interest signed by 4 out of 5 Trustees.

Insurance:

Commercial Insurance Package renewal is effective September 1, 2025 for a total amount of 28,690.79 through Utica National Insurance Group

Commercial Hired and Non-Owned Auto Insurance Policy renewal is effective September 1, 2025.

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Directors & Officers Non-For Profit Folio renewal is effective September 1, 2025 for a total amount of \$5,746.00 through Federal Insurance Group

Ayes: 3 Noes: 0 Abstaining: 1 Motion carried

Personnel:

Motion to establish the creation of the Full Time Public Information Specialist position, on motion by Bethel Marcus, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Motion to establish the creation of the Full Time Library Clerk 1, on motion by Bethel Marcus, seconded Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

The Board approved the Director's Report dated August 25, 2025 as submitted by Jessica Bowen Ossa, on motion by Bethel Marcus, 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 September 29, 2025 at 6:30 pm in person.

N. Public Forum

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Susan Bloom - Friends Group

O. Adjournment

Motion to adjourn the trustee meeting at 8:26 pm on motion by Bethel Marcus, seconded by Katarina McGuigan

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Respectfully Submitted,
Sofija Duic