

## **MINUTES OF THE BOARD OF TRUSTEES MEETING October 27, 2025**

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

**Members Absent:** Sofjia Duic, Clerk of the Board

**Others Present:** Jessica Bowen Ossa – Director  
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: 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 - November 24, 2025
- N. Public Forum
- O. Adjournment

**A. Call Meeting to Order / Pledge of Allegiance**

Mette Rossi called the meeting to order at 6:45 pm.  
The Board recited the Pledge of Allegiance.

**B. Roll Call**

Sofjia Duic, Clerk of the Board not present.

**C. Report of the Chair**

None.

**D. Nominations and Elections of Officers, if any**

None.

**E. Approval/Change of Agenda**

The Board approved the Agenda for the meeting held on October 27, 2025, on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 5            Noes: 0            Abstaining: 0    Motion carried

**F. Approval of Minutes of Preceding Meetings**

The Board approved the minutes for the meeting held on September 29, 2025, on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 5            Noes: 0            Abstaining: 0    Motion carried

The Board approved the minutes for the meeting held on October 16, 2025, on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 5            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 were present.

At 7:15 pm, Randy Braun, Esq. join the meeting by phone. He left the meeting at 7:35 pm.

## **H. Committee/Sub-Committee Reports:**

### **Long Term Planning:**

Committee Members: Mette Rossi and Teri Cantor

The committee did not meet.

### **Building Renovation:**

Committee Members: Mette Rossi and Teri Cantor

The Director met with Lisa Hayes on October 6, 2025 at 2:00 pm to discuss the IT plans and the custodial plan.

The Director advised that the soil boring contractor, Tectonic, has requested a cap of \$75,000 on their liability for the project. The Director and the Board discussed the issues with their counsel, Randy Braun, Esq., by phone. The Board provided direction to the Director on next steps.

### **Policy:**

Committee Members: Sheila O'Brien and Bethel Marcus

The committee did not meet.

### **Safety & Security Committee:**

Committee Members: Katarina McGuigan and Sheila O'Brien

The committee did not meet.

The committee will meet on November 19, 2025 to discuss the revision of the Emergency Procedures Flipchart to address floods.

The Director reported that the Frontline security camera system is operational and demonstrated it to the Board.

### **Audit Committee:**

Committee Members: Teri Cantor and Bethel Marcus

The committee did not meet.

The Audit of Fiscal Year 2024 to 2025 is being conducted next week. Report to follow. The committee will set a meeting once the report is received.

### **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:**

Warrant Number 4 dated October 2025 (ACH number 18098 to 18143) for \$178,945.33 was reviewed and approved on motion by Teri Cantor, seconded by Bethel Marcus

Ayes: 5            Noes: 0        Abstaining: 0    Motion carried

General Fund Warrant Number 4 dated October 2025 (check number 1043) for \$68,305.63 was reviewed and approved on motion by Teri Cantor, seconded by Bethel Marcus

Ayes: 5            Noes: 0        Abstaining: 0    Motion carried

**New Vendors:**

**General Fund:**

Furlan, Peter - Adult Program Presenter

Breakout, Inc. - Software Subscription for YA program content

**Personnel:**

The Board approved the Personnel Report and one Provisional Appointment of Marguerite to Library Clerk I as of October 20, 2025, on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 5            Noes: 0        Abstaining: 0    Motion carried

**Pre-Approval of Program Payments:**

On motion by Teri Cantor, seconded by Bethel Marcus for the November 2025 Program invoices were pre-approved in the amount of \$3,930.

Date	Presenter	Program	Quantity	Cost per unit	Total for Month
3-Nov	ROBOTICS4U	Junior Engineers Robotics Workshop	1	\$700.00	\$700.00
4-Nov	Fran Roesemann	Music with Miss Fran	8	\$160.00	\$1,280.00
6-Nov	Mario Medici, LLC	1620: A Pilgrim's Journey	1	\$175.00	\$175.00
9-Nov	Ants in the Pants LLC	Miss Jolie in Concert	1	\$435.00	\$435.00
13-Nov	Ivan Goff	Concert: Katie Linnane & Ivan Goff	1	\$750.00	\$750.00
20-Nov	Rose Rubineti Cappiello	Mediumship and Angel Messages	1	\$300.00	\$300.00
25-Nov	Frann Rizzo	Art Studio with Frann	1	\$125.00	\$125.00
29-Nov	Dana Ansons	Chair Yoga on ZOOM	3	\$55.00	\$165.00

**\$3,930.00**

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

**J. Financial Reports:**

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

The Board approved the Accountant's Report dated September 30, 2025, as submitted by Dennis Stoner, on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 5      Noes: 0      Abstaining:      Motion carried.

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

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

On October 8, 2025 and October 16, 2025, the Library received two tax levy payments in the total amount of \$2,550,275, which is 75.7% of the total tax levy of \$3,370,500, leaving \$820,225 to be collected.

Ayes: 5      Noes: 0      Abstaining:      Motion carried.

**K. Director's Report:**

***Administration:***

Holiday Schedule for 2026

The Board approved the Holiday Schedule for 2026, which is attached to these minutes.

New Year's Day	Thursday	Jan 1	Closed
Martin Luther King Jr. Birthday	Monday	Jan 19	Closed
Presidents' Day	Monday	Feb 16	Closed
Easter	Sunday	April 5	Closed
Memorial Day	Monday	May 25	Closed
Juneteenth National Independence Day	Friday	June 19	Closed
Independence Day	Saturday	July 4	Closed
Labor Day	Monday	Set 7	Closed
Columbus/Indigenous Peoples' Day	Monday	Oct 12	Closed
Thanksgiving Eve	Wednesday	Nov 25	5pm Closing
Thanksgiving Day	Thursday	Nov 26	Closed
Thanksgiving Friday	Friday	Nov 27	Closed
Christmas Eve	Thursday	Dec 24	1pm Closing

Christmas Day	Friday	Dec 25	Closed
New Year's Eve	Thursday	Dec 31	1pm Closing

Floating Holidays (FT and LFT employees only): Veterans Day (must be taken in November)

Summer Sundays: Closed on Sundays, June 28 - September 6

Reopen on Sundays beginning September 13

The Board approved the Nanuet Public Library Holiday Schedule for 2026, on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 5      Noes: 0      Abstaining:      Motion carried.

#### RCLS 2026 Budget

##### Resolution to Adopt RCLS 2026 Budget

The Board introduced a resolution to accept the RCLS 2026 Budget, on motion by Teri Cantor, second by Bethel Marcus.

Ayes: 5      Noes: 0      Abstaining:      Motion carried.

#### *Building & Grounds*

##### Snow Removal

The Board approved Curti's Landscaping, Inc. Snow Removal contract for the time period of November 2025 to March 2026 in the monthly amount of \$1,588.35 for a seasonal contract price of \$7,941.75, on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 5      Noes: 0      Abstaining:      Motion carried.

#### *Insurance*

The Board instructed the Director to obtain a quote for Active Assailant insurance.

#### *Policy:*

Discussed development of an Exam Proctoring procedure to limit service to residents of the Library District due to the number of members of the public using the service.

#### *Personnel:*

Canvas is ongoing for the Full Time Public Information Specialist position. The Board discussed results of the canvassing.

No other matters.

#### **L. Old Business:**

Discussed and updated accordingly.

**M. New Business:**

The next regular meeting of the Nanuet Board of Trustees will be held on November 24, 2025 at 6:30 pm in person.

**N. 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.

**O. Adjournment**

Motion to adjourn the trustee meeting to executive session at 8:35 pm on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 5      Noes: 0      Abstaining:      Motion carried.

Katarina McGuigan left the executive session at 8:37 pm.

Motion to adjourn executive session at 9:02 pm on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 4      Noes: 0      Abstaining:      Motion carried.

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

Ayes: 4      Noes: 0      Abstaining:      Motion carried.

Respectfully Submitted,  
Sheila O'Brien, Secretary