

MINUTES OF THE BOARD OF TRUSTEES MEETING September 29, 2025

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

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: 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 - October 27, 2025
- N. Public Forum
- O. Adjournment

A. Call Meeting to Order / Pledge of Allegiance

Mette Rossi called the meeting to order at 6:35pm
The Board recited the Pledge of Allegiance.

B. Roll Call

Katarina McGuigan not present.

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 September 29, 2025, on motion by Teri Cantor, seconded by Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

F. Approval of Minutes of Preceding Meeting

The Board approved the minutes for the meeting held on August 25, 2025, on motion by Teri Cantor, seconded by Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

The Board approved the minutes for the meeting held on September 15, 2025, on motion by Teri Cantor, seconded by 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.

Sheldon Horowitz - HUB International Northeast Limited. Mr. Horowitz spoke about the Library's insurance program and the next steps that the Library will need to take with respect to their insurance

program at the time of the renovations . Mr. Horowitz also offered to review the insurance requirements of any RFPs and the insurance provisions in any contracts with the contractors and subcontractors on the renovation project. Mr. Horowitz also offered to review contractor bills with respect to the recent insurance claim.

H. Committee/Sub-Committee Reports:

Long Term Planning:

Committee Members: Teri Cantor and Mette Rossi

The committee did not meet

Building Renovation:

Committee Members: Teri Cantor and Mette Rossi

The committee met with Lisa Hayes - September 8th @ 4:30pm In Person. They reviewed updated drawings and discussed matters related to the outdoor staff lunge, bathroom fixtures and the use of the roof area.

Updated Soil Boring/Sub-Surface Investigation Survey Report Services Proposal, that was discussed during the Special September 15th meeting. This will be brought back in October after the changes to the contract that the Library's legal counsel have recommended are amended and the legal counsel has approved final revisions.

A possible special meeting to discuss the Survey will be set in October prior to the Board Meeting on October 27th.

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.

Committee will discuss the next date for October.

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 2A dated August 2025 (ACH number 0828) for \$1,089.53 was reviewed and approved on motion by Teri Cantor, seconded by Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

General Fund Warrant Number 3 dated September 2025 (checks number 18031-18097, with the exception of check number 18051 for the amount of \$81,911.98) for \$154,977.22 was reviewed and approved on motion by Teri Cantor, seconded by Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Capital Fund Warrant Number 3 dated September 2025 (check numbered 1042) for \$51,174.00 was reviewed and approved on motion by Teri Cantor, seconded by Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

New Vendors:

General Fund:

- Inner Arts Initiative, Inc. - Adult Program Presenter
- Prizgintas, Alexander - Adult Program Presenter
- Verma, Monali Arunsharan dba ROBOTICS4U - JUV Program Presenter
- Hallingby, Leigh - Adult Program Presenter
- LinMarks Commercial Flooring Inc. - New Carpeting

Personnel:

No personnel changes in September 2025.

Pre-Approval of Program Payments:

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

Date	Presenter	Program	Quantity	Cost per unit	Total for Month
8-Oct	Leigh Hallingby	Murals and Mosaics of Spanish Harlem	1	\$150.00	\$150.00
12-Oct	Rizzo's	Rizzo's Wildlife Show	1	\$575.00	\$575.00
18-Oct	Peter Furlan	Concert: Mr. Gone	1	\$950.00	\$950.00
22-Oct	Joan Lloyd	Teen Volunteer Earring Making	1	\$150.00	\$150.00
23-Oct	Shira Plotzker	Tarot on ZOOM	1	\$250.00	\$250.00

28-Oct	Frann Rizzo	Art Studio with Miss Frann	1	\$125.00	\$125.00
29-Oct	Dana Ansons	Chair Yoga on ZOOM	5	\$55.00	\$275.00

\$2,475.00

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

J. Financial Reports:

Accountant's Report - Dennis Stoner:

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

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Treasurer's Report - Howard Heffler:

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

The 1st check for taxes will hit the library account within the next few weeks, and will be reflected in September's Treasurer's report for the amount of \$832,195.00.

Ayes: 4 Noes: 0 Abstaining: Motion carried.

K. Director's Report:

Administration:

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

Budget:

Resolution to Adoption of The State of New York Deferred Compensation Plan

WHEREAS, the Nanuet Public Library wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the "Plan") for voluntary participation of all eligible employees; and

WHEREAS, the Nanuet Public Library is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law and

WHEREAS, the Nanuet Public Library has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with the Nanuet Public Library by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

NOW, THEREFORE, it is hereby:

RESOLVED, that the Nanuet Public Library hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of the Nanuet Public Library are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

Adopted the 29th day of September 2025, at a meeting of the Board of Trustees

I hereby certify that the Nanuet Public Library is a local public employer within the meaning of Section 5 of the State Finance Law and that the adoption of the Plan has received all required approvals of any local governing body or officer and otherwise complies with local law.

Introduced by Mette Rossi, and seconded by Teri Cantor, on a vote of 4 to 0, and 0 abstaining, the President of the Nanuet Public Library Board of Trustees declared the Resolution adopted.

Personnel:

Canvas is ongoing for the Full Time Public Information Specialist position, discussion about the canvassing will be brought back for the October meeting.

Motion to appoint Peggy Purcell to the Library Clerk I FT position on a Provisional basis until the exam she took in May is scored, on motion by Teri Cantor, seconded by Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Motion to start the advertising for a 25-hour per week Substitute Librarian I for approximately 8 months to cover maternity leave, pending Civil Service approval.

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Motion to approve the establishing and the creation of 2 Library Assistant LFT, on motion by on motion by Teri Cantor, seconded by Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

The Board approved the Director's Report dated September 29, 2025 as submitted by Jessica Bowen Ossa, on motion by Teri Cantor, seconded by 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 October 27, 2025 at 6:30 pm in person.

N. Public Forum

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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 at 8:32 pm on motion by Teri Cantor, seconded by Bethel Marcus

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Respectfully Submitted,
Sofija Duic