

## **MINUTES OF THE BOARD OF TRUSTEES MEETING November 24, 2025**

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

**Members Absent:** Bethel Marcus, Howard Heffler - Treasurer

**Others Present:** Jessica Bowen Ossa – Director  
Sofija Duic - Clerk to the Board

### **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 - December 22, 2025
- N. Public Forum
- O. Adjournment

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

Mette Rossi called the meeting to order at 6:49pm  
The Board recited the Pledge of Allegiance.

**B. Roll Call**

Bethel Marcus - Trustee - not present  
Howard Heffler - Treasurer - 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 November 24, 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 minutes for the meeting held on October 27, 2025, on motion by Teri Cantor, seconded by Katarina McGuigan

Ayes: 4            Noes: 0        Abstaining: 0    Motion carried

The Board approved the minutes for the meeting held on November 10, 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: Teri Cantor and Mette Rossi

The committee did not meet

**Building Renovation:**

Committee Members: Teri Cantor and Mette Rossi

The committee did not meet

Soil Boring/Sub-Surface Investigation is scheduled for 12/29/25-12/30/25.

**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 met on Wednesday, November 19th @ 12pm

**1st Reading:**

Added "flood" section to Emergency Procedures flipchart.

**Audit Committee:**

Committee Members: Teri Cantor and Bethel Marcus

The committee did not meet. Will schedule a meeting once the auditor's report for FY 2024 to 2025 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:**

General Fund Warrant Number 5 dated November 2025 (ACH number 18144 - 18193) for \$271,361.88 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 5 dated November 2025 (check numbered 1044) for \$67,813.55 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:**

Goff, Ivan - Adult Program Presenter

**Personnel:**

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

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

**2 New Hires:**

November 10, 2025 - Kristen McIvor - Librarian I Sub

November 10, 2025 - Pamela White - Librarian I Sub

**Pre-Approval of Program Payments:**

On motion by Teri Cantor, seconded by Katarina McGuigan: the following December 2025 program invoices, in the total amount of \$2,165, were pre-approved:

<b>Date</b>	<b>Presenter</b>	<b>Program</b>	<b>Quantity</b>	<b>Cost per unit</b>	<b>Total for Month</b>
12/4	Shira Plotzker	Pet Communication	1	\$250.00	\$250.00
12/5	HV Wind & Brass Ensemble	Hudson Valley Wind & Brass Ensemble	1	\$300.00	\$300.00
12/10	Tiffany Steele	Boogie Woogie Babies	5	\$150.00	\$750.00
12/10	Alex Fascaldi	Chess Instruction with Alex	5	\$50.00	\$250.00
12/11	Donald Bayne	Iona Island	1	\$150.00	\$150.00
12/17	Dana Ansons	Chair Yoga on ZOOM	3	\$55.00	\$165.00
12/30	Rick Stromoski	Cartooning with Rick	1	\$300.00	\$300.00

**\$2,165.00**

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

**J. Financial Reports:**

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

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

Three tax payments were received by the Library in October. Total amount received \$2,952,950 which is 87.6% of the tax levy of \$3,370,500.

Another scheduled payment will be received in December 2025 in the amount of \$258,467, bringing the Library's collection to 95.3% of the tax levy.

At this time last year, 95.3% had already been collected

Ayes: 4      Noes: 0      Abstaining:      Motion carried.

**K. Director's Report:**

***Building & Grounds:***

The Board approved Proposal 2 quote from Helmke, for the amount of \$3,795.00, on motion by Teri Cantor, seconded by Katarina McGuigan

Ayes: 4      Noes: 0      Abstaining:      Motion carried.

***Marketing & Outreach:***

Winter News Letter (Dec-Feb) has gone to the printer.

Friends of the Library is set to meet again on Thursday, December 18th.

***Policy:***

Adult Services staff wanted to clarify the correct fine for overdue Chromebooks and Hotspots. Our fines & fees brochure from 2022 says \$10 per day and our posted policy from 2023 says \$5 per day. The \$5 fine is what we will be using.

The Board approved the Director's Report dated November 24, 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 December 22, 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 to executive session at 8:01 pm on motion by Teri Cantor, seconded by Katarina McGuigan.

Ayes: 4      Noes: 0      Abstaining:      Motion carried.

Motion to adjourn executive session at 8:31 pm on motion by Teri Cantor, seconded by Katarina McGuigan.

Ayes: 4      Noes: 0      Abstaining:      Motion carried.

Motion to adjourn the trustee meeting at 8:32 pm on motion by Teri Cantor, seconded by Katarina McGuigan.

Ayes: 4      Noes: 0      Abstaining:      Motion carried.

Respectfully Submitted,  
Sofija Duic, Clerk of the Board of Trustees