

## MINUTES OF THE BOARD OF TRUSTEES MEETING December 22, 2025

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

**Members Absent:**

**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 - January 26, 2026
- N. Public Forum
- O. Adjournment

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

Mette Rossi called the meeting to order at 6:38pm  
The Board recited the Pledge of Allegiance.

**B. Roll Call**

**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 December 22, 2025, , on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 5                Noes: 0            Abstaining: 0    Motion carried

**F. Approval of Minutes of Preceding Meeting**

The Board approved the minutes for the meeting held on November 24, 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 December 23, 2024, 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

**2nd Reading:**

Additional discussion in regards to the "flood" section to Emergency Procedures flipchart.

Motion to approve addition to the Emergency Procedures flipchart, on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 5            Noes: 0        Abstaining: 0    Motion carried

**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.

Jessica, Howard and Dennis will meet in January to start the discussion on the 26/27 Budget.

**Negotiations:**

Committee Members: Mette Rossi

The committee did not meet.

**I. Warrants & Pre-Approvals**

**Warrants:**

General Fund Warrant Number 6 dated November 2025 (ACH number 18194 - 18249) for \$66,420.06 was reviewed and approved on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 5            Noes: 0        Abstaining: 0    Motion carried

Capital Fund Warrant Number 6 dated November 2025 (check numbered 1045) for \$50,853.00 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:**

SurrIDGE, Nancy (HV Wind & Brass Ensemble) - Adult Program Presenter

Fascaldi, Alexander - JUV Program Instructor (Chess)

**Personnel:**

No Personnel Changes for December 2025.

**Pre-Approval of Program Payments:**

On motion by Teri Cantor, seconded by Bethel Marcus: the following January 2026 program invoices, in the total amount of \$1,984, 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>
9-Jan	Michael Norris	Monet at Giverny: The Water Lilies & More	1	\$200.00	\$200.00
11-Jan	Armelle Glolaguen	Family Concert	1	\$390.00	\$390.00
24-Jan	Bach to Rock	Rock City	3	\$168.00	\$504.00
26-Jan	Yoko Olson	Canasta Instruction	3	\$60.00	\$180.00
28-Jan	Dana Ansons	Chair Yoga on ZOOM	4	\$55.00	\$220.00
31-Jan	Danielle Minetti*	Handwriting Heroes	2	\$245.00	\$490.00

**\*Will invoice after the sessions**

**\$1,984.00**

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

**J. Financial Reports:**

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

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

Ayes: 5      Noes: 0      Abstaining:      Motion carried.

**K. Director’s Report:**

***Building & Grounds:***

The board discussed the recent inquiry with respect to parking in the lot.

***Marketing & Outreach:***

Discussion to add Amnesty Week during National Library Week in April 2026, only for late fees.

Discussion purchasing an ad to be placed in the High School production of Fiddler on the Roof Playbill.

***Personnel:***

Discussion about the next steps with Rockland County in regards to facilities and custodial managerial job titles and responsibilities.

Discussion about a Custodial Substitute position. The job description has been shared with the school district.

***Policy:***

Discussion to review the need for a Video and Photography Policy.

The Board approved the Director’s Report dated December 22, 2025 as submitted by Jessica Bowen Ossa, on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 5      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 January 26, 2026 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 to executive session at 8:32 pm on motion by Teri Cantor, seconded by Bethel Marcus.

Ayes: 5      Noes: 0      Abstaining:      Motion carried.

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