MINUTES OF THE BOARD OF TRUSTEES MEETING February 24, 2025

Members Present: Mette Rossi, Bethel Marcus, Katarina McGuigan, Teri Cantor

Members Absent: Sofija Duic

Others Present: Jessica Bowen Ossa – Director
Sheila O'Brien - Board Member Nominee
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: Mette Rossi and Bethel Marcus
    Safety & Security Committee - Committee Members: Kat McGuigan and Teri Cantor
    Audit Committee - Committee Members: Teri Cantor and Bethel Marcus
    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 - March 24, 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 6:33pm

B. Roll Call

C. Report of the Chair

D. Nominations and Elections of Officers, if any

I Sheila O'Brien, resident of the Nanuet Union Free School District, and aforesaid County and State, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York and that I will faithfully discharge the duties of the office of: Trustee - Board of Trustees of the Nanuet Public Library according to the best of my ability.

E. Approval/Change of Agenda

The Board approved the Agenda for the meeting held on February 24, 2025, on motion by Bethel Marcus, seconded Teri Cantor

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 January 27,2025 on motion by Bethel Marcus, seconded Teri Cantor

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 Present.

H. Committee/Sub-Committee Reports:

Long Term Planning:

Committee Members: Mette Rossi and Teri Cantor

The committee did not meet.

Paul Mayes will be coming to meet with staff at the March meeting. Also will be meeting with the committee sometime in April - date TBA

meeting

Building Renovation:
Committee Members: Mette Rossi & Teri Cantor

Policy:
Committee Members: Mette Rossi and Bethel Marcus
The committee meet on Monday, February 10th @ 5:00pm via zoom
The next Policy Committee meeting is set for Monday, March 10th @ 5pm via Zoom

2nd Reading:
Trustee's Ethics Statement

1st Reading:
Reconsideration of Library Materials Policy &Form
Administrative Assessment of Programs Form
Program Policy
Discussions:
By-laws

Safety & Security Committee:
Committee Members: Kat McGuigan and Teri Cantor
The committee did not meet
Reports have been made to police regarding aggressive driving from high school students. r
Outdoor cameras still need to be installed.

Audit Committee:
Committee Members: Teri Cantor and Bethel Marcus
The committee did not meet

Negotiations:
Committee Members: Mette Rossi
The committee did not meet

New Committee's being added:
Budget & Finance:
Committee Members: Bethel Marcus and Kat McGuigan
Building Renovation:
Committee Members: Mette Rossi & Teri Cantor

I. Warrants & Pre-Approvals

Warrants:
General Fund Warrant Number 8 dated February 2025 (check number 17643-17692) for $79,582.71 was reviewed and approved on motion by Bethel Marcus, seconded Teri Cantor

Ayes: 5 Noes: 0 Abstaining: 0 Motion carried

Capital Fund Warrant Number 8 dated February 2025 (checks numbered 103) for $2,238.75 was reviewed and approved on motion by Bethel Marcus, seconded Teri Cantor

Ayes: 5 Noes: 0 Abstaining: 0 Motion carried

New Vendors:
General Fund:
Bullen, Courtney - JUV Program Presenter
Gale, Travis W. dba Wallaby Tales LLC - JUV Program Presenter
JEURELL Enterprises LLC - Program Presenter
Coast to Coast Solutions Inc. - Street Fair totes
Genesis Graphics, Inc. - Children's program supplies
Rizzo, Fran - JUV Program Presenter

Personnel:
No changes for February 2025

Pre-Approval of Program Payments:
On motion by Bethel Marcus, seconded by Teri Cantor For the March 2025 program invoices were pre-approved:

Date	Presenter	Program	Quantity	Cost per unit	Total for Month
1-Mar	Kathleen Berwick	Introduction to Babysitting	1	$350.00	$350.00
3-Mar	Tiffany Steele	Boogie Woogie Babies	5	$150.00	$750.00
4-Mar	Shelley Sontag	Mini Music Makers	4	$135.00	$540.00
10-Mar	New-York Historical Society	Lost New York	1	$187.50	$187.50
14-Mar	Dr. Michael Norris	The World of St. Patrick	1	$200.00	$200.00
18-Mar	Fran Rizzo	Painting with Fran	1	$125.00	$125.00
19-Mar	Little Ivy Academy	Invention Makers	1	$300.00	$300.00
20-Mar	Piermont Historical Society	All Aboard! Next Stop Piermont	1	$100.00	$100.00
20-Mar	Shira Plotzker	Pull Your Luck: Tarot	1	$250.00	$250.00
22-Mar	Bobby Deitch Music, Inc	The Wonder Trio Concert	1	$600.00	$600.00
26-Mar	Dana Ansons	Chair Yoga	3	$50.00	$150.00

29-Mar	Jolie Della Valle	Miss Jolie in Concert	1	$435.00	$435.00
31-Mar	Christina Buonauro	Jiggly Wiggly	3	$125.00	$375.00
Total:					**$4,362.50**

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

J. Financial Reports:

Accountant's Report - Dennis Stoner:

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

Ayes: 5 Noes: 0 Abstaining: Motion carried.

Treasurer's Report - Howard Heffler:

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

Ayes: 5 Noes: 0 Abstaining: Motion carried.

K. Director's Report:

Administration:

Annual Report Highlights	**2022-2023**	**2023- 2024**
Annual visits	65,973	78,939
One-on-one program sessions	166	351
Attendance at programs	14,398	16,737
Summer program attendance	2,159	4,257
Public computer sessions	6,484	9,683

Budget & Finance:

2023-2024 Audit complete. Once received, the Audit Committee will meet with staff to discuss.

Policy:

Discussed during the Policy Committee

Personnel:

Staff recognition to be done for all Full-time and Part-Time employees

L. Old Business:

Discussed and updated accordingly

M. New Business:

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

N. Public Forum

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No Members of the Public Present.

O. Adjournment

Motion to go into executive session at 8:14 pm on motion by Bethel Marcus, seconded Teri Cantor

Ayes: 5 Noes: 0 Abstaining: Motion carried.

Executive Session: Started Time: 8:14 pm
End Time: 8:36 pm

Vote on giving Public Information Specialist Gabby extra hours (from 10 to 17) to do newsletters instead of BOCES – as cost is a wash

Motion to adjourn the executive session at 8:36 pm on motion by Bethel Marcus, seconded Teri Cantor

Ayes: 5 Noes: 0 Abstaining: Motion carried.

Motion to adjourn the trustee meeting at 8:36 pm on motion by Bethel Marcus, seconded Teri Cantor

Ayes: 5 Noes: 0 Abstaining: Motion carried.

Respectfully Submitted,
Sofija Duic