

MINUTES OF THE BOARD OF TRUSTEES MEETING June 23, 2025

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

Members Absent: Bethel Marcus

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: Kat McGuigan and Sheila O'Brien
 - Audit Committee - Committee Members: Teri Cantor and Bethel Marcus
 - Budget & Finance: Bethel Marcus and Kat 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 - July 28, 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 6:41pm

B. Roll Call

C. Report of the Chair

D. Nominations and Elections of Officers, if any

E. Approval/Change of Agenda

The Board approved the Agenda for the meeting held on June 23, 2025, on motion by Teri Cantor, seconded Sheila O'Brien

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 May 22, 2025, on motion by Teri Cantor, seconded Sheila O'Brien

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: Mette Rossi and Teri Cantor

Did not meet. Next meeting is set for Tuesday, July 8th @ 4:15pm via Zoom

To discuss staffing needs and organization charts

Building Renovation:

Committee Members: Mette Rossi & Teri Cantor

The committee met on June 2nd @ 4pm

Updates to renovation plan discussed with architects.

Policy:

Committee Members: Sheila O'Brien and Bethel Marcus

The committee met on Friday, June 13th @ 3:30pm via Zoom

No meeting needed for July 2025

2nd Reading:

Motion to accept the Volunteer Policies and Forms for the Nanuet Public Library on motion by Teri Cantor, seconded Sheila O'Brien

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Motion to accept the Bulletin Board Policy for the Nanuet Public Library on motion by Teri Cantor, seconded Sheila O'Brien

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Safety & Security Committee:

Committee Members: Kat McGuigan and Sheila O'Brien

The committee did not meet

The temporary outdoor cameras have been ordered. A plan is in place to have them installed.

Audit Committee:

Committee Members: Teri Cantor and Bethel Marcus

The committee did not meet

Budget & Finance:

Committee Members: Bethel Marcus and Kat McGuigan

The committee did not meet

Proposal from Baldessari & Coster Proposal for the fiscal year of 2024-2025 Audit not to exceed in the amount of \$11,200 on motion by Teri Cantor, seconded Sheila O'Brien

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Negotiations:

Committee Members: Mette Rossi

The committee did not meet

I. Warrants & Pre-Approvals**Warrants:**

General Fund Warrant Number 11A dated May 2025 (ACH Debit) for \$966.86 was reviewed and approved on motion by Teri Cantor, seconded Sheila O'Brien

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

General Fund Warrant Number 12 dated June 2025 (check number 17860-17920) for \$91,323.18 was reviewed and approved on motion by Teri Cantor, seconded Sheila O'Brien

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

Capital Fund Warrant Number 12 dated June 2025 (checks numbered 1038-1039) for \$44,591.43 was reviewed and approved on motion by Teri Cantor, seconded Sheila O'Brien

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

New Vendors:

General Fund:

Primo Brands - Name change from Ready Refresh
Constellation NewEnergy Inc. - Electricity Supplier
Quilter's World - Magazine Subscription

Personnel:

The board approved the following June 2025 Personnel recommendations motion by Teri Cantor seconded by Sheila O'Brien

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

1 New Hire:
June 2, 2025 - Susan Schuler - Librarian I (Sub).

Pre-Approval of Program Payments:

On motion by Teri Cantor, seconded by Sheila O'Brien For the July 2025 program invoices were pre-approved:

Date	Presenter	Program	Quantity	Cost per unit	Total for Month
1-Jul	Corbitt Williams	Tuesday Tunes: Mr. Corbitt	1	\$200.00	\$200.00
3-Jul	Rick Stromoski	Cartooning with Rick	1	\$300.00	\$300.00
7-Jul	Jim Mauer	Jester Jim	1	\$850.00	\$850.00
10-Jul	Little Ivy Academy	Stop Animation Workshop	1	\$300.00	\$300.00
14-Jul	Mario Medici, LLC	Along the Old Croton Aqueduct	1	\$175.00	\$175.00

14-Jul	WonderSparks Puppets	The Lion and the Mouse	1	\$535.00	\$535.00
15-Jul	Christina Hazen-Pouliot	Jiggly Wiggly	2	\$150.00	\$300.00
16-Jul	Gale Galligan	Comics Toolbox Workshop	1	\$600.00	\$600.00
17-Jul	Ellen Brown - The Doll Loft	Pop Up Sewing Workshop	2	\$380.00	\$760.00
21-Jul	RepCo	Color Our World	1	\$525.00	\$525.00
23-Jul	The Doll Loft (Ellen Brown)	Teen Pop-up Sewing Workshop	1	\$411.00	\$411.00
23-Jul	Color Me Mine	Paint-a-Story*	1	\$700.00	\$700.00
26-Jul	Kurt Gallagher	Mr. Kurt in Concert	1	\$250.00	\$250.00
28-Jul	Mad Science	Whirlwind of Colorful Science	1	\$565.00	\$565.00
31-Jul	Christine Adams	Teen Felting Workshop	1	\$270.00	\$270.00
31-Jul	Christine Adams	Felting Workshop	1	\$250.00	\$250.00

* Estimated cost - library will be billed for actual number of items. Payment to be made in August.

Total: **\$6,991.00**

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

J. Financial Reports:

Accountant's Report - Dennis Stoner:

The Board approved the Accountant's Report dated May 2025, as submitted by Dennis Stoner, on motion by Teri Cantor, seconded Sheila O'Brien

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Treasurer's Report - Howard Heffler:

The Board approved the Treasurer's Report dated May 2025, as submitted by Howard Heffler, on motion by Teri Cantor, seconded Sheila O'Brien

Final payment for the school taxes in the amount of \$36,376 has been deposited for 100% of the tax levy equaling \$3,370,500.

Ayes: 4 Noes: 0 Abstaining: Motion carried.

K. Director's Report:

Administration:

Preliminary voting results are in. Pending write in votes.

Budget & Finance:

Motion to renew the U.S. OMNI & TSACG Compliance Services, Inc. (OMNI/TSA) for 2025-2026 in the amount of \$3,000.00 on motion by Teri Cantor seconded by Sheila O'Brien

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

Marketing & Outreach:

Rockland Digital Media's digital billboards, will be revisited at a later date and time if/when renovations are set to start.

Policy:

Discussed during the Policy Committee

Personnel:

Motion to approve the establishment of the Library Aide (Children's Program - PT Position) on motion by Teri Cantor, seconded Sheila O'Brien

Ayes: 4 Noes: 0 Abstaining: 0 Motion carried

The Board approved the Director's Report dated June 23, 2025 as submitted by Jessica Bowen Ossa, on motion by Teri Cantor, seconded Sheila O'Brien

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 July 28, 2025 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 at 7:52 pm on motion by Teri Cantor, seconded Sheila O'Brien

Ayes: 4 Noes: 0 Abstaining: Motion carried.

Respectfully Submitted,
Sofija Duic