

MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MEETING HELD 9/24/18

Members Present: Michelle Mattei, Sheila O'Brien, Daniel Lombardo, Jean Cappiello, Amy Andrews

Members Absent: None

Others Present: Gretchen Bell - Library Director
Howard Heffler – Library Treasurer
Joseph Modafferri – Library Accountant
Marta Russell - District Clerk to the Board

AGENDA

- Pledge of Allegiance
- A. Roll Call - Approval of Minutes
- B. Public Forum
- C. Approval of Warrants
- D. Financial Reports
- E. Personnel
- F. Sub-Committee Reports
- G. Director's Report
- H. Old Business
- I. New Business
- J. Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 6:30 PM by the Board President, Michelle Mattei.

A. Approval of Minutes

The Board approved the minutes of the meeting held on August 20, 2018, with the following corrections, on motion by Daniel Lombardo, seconded by Sheila O'Brien:

Page 1 – A. Paragraph 5- Ms. Mattei (corrected spelling)

Page 4 – G. Negotiations- The (unbold the T in the first word)

Ayes: 5

Noes: 0

Motion carried

B. Appointment of Board Secretary

At this time, Marta Russell, the District Board Clerk administered the Oath of Office to Board of Trustee Secretary to Mrs. Jean Cappiello.

C. 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.

Members of the public wishing to speak during Public Forum will be limited to a statement of no more than two (2) minutes in length. The Board will review statements and take action if necessary.

D. Approval of Warrants

Warrant #1A dated July, 2018 was approved on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Warrant #2A dated August, 2018 was approved on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Warrant #3 dated September, 2018 was approved on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

New Vendors: The following new vendors were added to QuickBooks this month.

Blackstone Publishing- Audiobooks
Price-Less Painting - Painter

Pre-Approval of Payments:

On motion by Daniel Lombardo, seconded by Sheila O'Brien, the following October 18, 2018 program invoices were pre-approved:

6-Oct	Fran Roesemann	Music with Miss Fran	\$ 125.00
18-Oct	BOCES	Raising Digitally Responsible Youth	150.00
21-Oct	Debra Weiss Dance Co	The Trees Are Singing	125.00
25-Oct	Party by Lisa	Family Craft-Scarecrow Cupcakes	175.00
30-Oct	Catherine Rubin	Toddler Tunes (4@ \$85.)	340.00
TOTAL ALL PROGRAMS			\$ 915.00

Ayes: 5 Noes: 0 Motion carried

Payments will be made after the programs are completed.

E. Financial Reports

Accountant's Report:

The Board approved the Accountant's Report dated May 31, 2018 as submitted by Joseph Modafferri, on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

The Board approved the Accountant's Report dated June 30, 2018 as submitted by Joseph Modafferri, on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

The Board approved the Accountant's Report dated July 31, 2018 as submitted by Joseph Modafferri, on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

On request by Mr. Modafferri, the Board approved the following transfer of funds on motion by Daniel Lombardo, seconded by Sheila O'Brien.

FROM:		TO:
General Funds – Fund Balance	\$200,000.00	Capital Reserve - \$200,000.00

Ayes: 5 Noes: 0 Motion carried

The Board approved the Accountant's Report dated August 31, 2018 as submitted by Joseph Modafferri, on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

The Board had some questions regarding increases in budget spending which Mr. Modafferri said he would discuss with Mary Heffler and get back to them.

Treasurer's Report: The Board approved the Treasurer's Report August 1 – 31, 2018, as submitted by Howard Heffler, the Library's Treasurer, on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Mr. Heffler advised the Board that the library has an adequate cash balance to cover all expenses until we start receiving our tax monies in early October.

F. Personnel

New Hires: The Board approved the following resolution on motion by Daniel Lombardo, seconded by Sheila O'Brien:

**RESOLVED, That the Nanuet Library Board approves the following new hire:
August 8, 2018 – Adaline Ramunno – Page**

Ayes: 5 Noes: 0 Motion carried

Retirement: The Board approved the following resolutions on motion by Daniel Lombardo, seconded by Sheila O'Brien:

RESOLVED, That the Nanuet Library Board accepts the following retirement request:

October 23, 2018 – Pamela Sullivan –Full-Time Library Clerk I

Ayes: 5 Noes: 0 Motion carried

**RESOLVED, That the Nanuet Library Board accepts the following retirement request:
October 6, 2018 – Gretchen Bell – Library Director**

Ayes: 5 Noes: 0 Motion carried

At this time (6:40PM), the Board went into Executive Session to discuss a personnel matter, on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

The Board reconvened into Public Session at 6:50PM, on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

The Board continued with the scheduled agenda items.

G. Sub-Committee Reports

Mrs. Mattei noted that none of the Sub-Committees had met this month.

The Board reviewed the Sub-Committee participants' roster and after discussion, the following is the list of Sub-Committee Members for 2018-19.

Long Term Planning:	Daniel Lombardo, Sheila O'Brien
Policy Committee:	Jean Cappiello, Amy Andrews
Contract Committee:	Ad Hoc
Safety & Security;	Michelle Mattei, Sheila O'Brien
Negotiations:	Daniel Lombardo, Joseph Modaferrri, Ad hoc
Audit:	Michelle Mattei, Joe Modaferrri

H. Director's Report

Buildings and Grounds: Snow removal: We received estimates from Curti's and Majestic which the Board reviewed. After a discussion, the Board decided to continue contracting with Curti's for the library's snow removal.

Garden: Majestic cleaned out the garden on August 22, 2018. The planting of shrubs and ground cover to avoid the weed problem has been put on hold.

There are two tall cedar trees at the corners of the building which have to be removed. We have received one (1) quote and we are calling O'Sullivan's Tree Service for an additional quote.

Elevator Update: Savin submitted the Elevator Modernization Project to the NYSED on September 13. The Board suggested we forward the elevator status report to Senator Carlucci's office and ask for assistance from Senator Carlucci's office to move the process along.

Audit RFP: We have received two proposals for an audit accountant which Mr. Modafferri will discuss with the board.

Master Plan: Paul Mays of Butler, Rowland, Mays, our long-term planning architect, will be meeting with the Long Term Planning Committee on October 3, 2018 at 6:30PM to further discuss our LTP project

Insurance Coverage: Sheila O'Brien reviewed our insurance policies for harassment and molestation and spoke to the Board regarding her findings and analysis. It was suggested her analysis of our coverage be shared with Sheldon Horowitz, our insurance broker. Ms. O'Brien made it clear that although she worked for Chubb, which is our current insurer for D&O, she was in their employment prior to her coming on the Board and is just giving the Board her interpretation of the policy coverage and is in no way working on anything Chubb may be covering for the Library.

Staffing: In response to a question from the Board, we are currently interviewing for the positions of Public Information Specialist Part Time and Library Assistant Part Time

The Board approved the Director's Report as submitted, on motion by Daniel Lombardo, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

I. Old Business

Ongoing Issues: The Board reviewed the outstanding issues list submitted by the Board Clerk, noting the items that have been completed and those that are still ongoing. A new report will be submitted to the Board listing any outstanding issues still open or ongoing and any items that result from the current meeting.

Specific items discussed were the various insurance policies and their coverage, progress of the elevator project, long term plan meeting.

J. New Business

Next Meeting Date: The next Regular Meeting of the Nanuet Board of Trustees will be held on October 22, 2018 at 6:30 PM in the library.

K. Public Forum

There was no member of the public present at the meeting.

The Board recessed into Executive Session at 8:15PM on motion by Daniel Lombardo, seconded by Sheila O'Brien to discuss a personnel matter.

Ayes: 5 Noes: 0 Motion carried

The Board reconvened into Public Session at 8:29 PM, on motion by Daniel Lombardo, seconded by Sheila O'Brien.

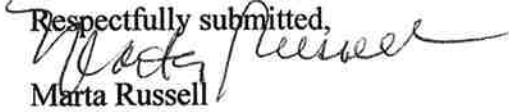
Ayes: 5 Noes: 0 Motion carried

No other business appearing, the Board adjourned the meeting at 8:30 PM, on motion by Daniel, seconded by Sheila O'Brien.

Ayes: 5

Noes: 0

Motion carried

Respectfully submitted,


Marta Russell

District Clerk

Nanuet Public Library Board of Trustees