

**Draft Copy**

**MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MEETING HELD 10/22/18**

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

**Members Absent:** None

**Others Present:** 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 Long Term Planning Update
- D. Approval of Warrants
- E. Financial Reports
- F. Personnel
- G. Sub-Committee Reports
- H. Director's Report
- I. Old Business
- J. New Business
- K. 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 September 24, 2018, on motion by Sheila O'Brien, seconded by Daniel Lombardo

Ayes: 5                      Noes: 0                      Motion carried

The Board approved the minutes of the meeting held on October 10, 2018, on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5                      Noes: 0                      Motion carried

**B. 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.*

**C. Long Term Planning**

At this time Paul Mays, of Butler, Rowland, and Mays, the Library’s Architect, presented an update of the Library’s Long Term Master Plan, items considered emergency and plans for the new ADA compliant bathroom.

One item which was discussed as an emergency item was the replacement of the upstairs meeting room seating. The current seating is folding chairs which are uncomfortable for our patrons. The room is used by adults and children alike for mah-jongg tournaments, conferences, presentations, concerts, etc. Mr. Mays brought three different samples of chairs which he recommended the Boards for consideration. Each of the Board Members tried all the chairs and after discussing the pro and cons of each, they decided on their choice.

**RESOLVED, That the Nanuet Board of Trustees approve purchasing one hundred fifty (150) chairs for use in the Community Room at a cost of twenty-eight thousand nine hundred eighteen dollars and eighty cents (\$28,918.80) to be funded by the Capital Reserve Account.**

Ayes: 5                      Noes: 0                      Motion carried

The chairs have a lifetime warranty.

He also made two presentations for the new handicapped approved bathrooms. After discussing the various plans the Board decided on Option #2 which will be in the Children’s Room area. The Board asked Mr. Mays to move forward with that plan and provide them with the estimated cost of that option.

He also reported on his recent meeting with the staff and discussed some of the changes and key issues presented by the staff.

He will come back to meet with the Board and keep them updated with the progress of the long term plan.

The Board thanked Mr. Mays for his presentation.

**D. Approval of Warrants**

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

Ayes: 5                      Noes: 0                      Motion carried

Warrant #4 dated October, 2018 was approved on motion by Sheila O’Brien, seconded by Daniel Lombardo.

Ayes: 5                      Noes: 0                      Motion carried

**Pre-Approval of Payments:**

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

<u>Payment Date</u>	<u>Vendor</u>	<u>Program</u>	<u>Amount</u>
4-Nov	Reenie’s Rabbit Rescue:	Bunny Sunday	\$150.00
15-Nov	Fran Roesemann	Music with Miss Fran (4@\$125.)	\$500.00

16-Nov	Gilbert Paris	Chair Fitness (9@\$50.)	\$450.00
		<b>Total All Programs</b>	<b>\$1,100.00</b>

Ayes: 5                      Noes: 0                      Motion carried

Payments will be made after the programs are completed.

**New Vendors:** The following New Vendors were added to Quickbooks:

Phyllis Damiano – Program Presenter  
Debra Weiss Dance Company – Program Presenter  
Nadine France – Program Presenter

**E. Financial Reports**

**Accountant’s Report:**

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

Ayes: 5                      Noes: 0                      Motion carried

Mr. Modafferri commented that both the Regular Account and the Capital Reserve Accounts are in good shape.

Mr. Modafferri stated that in presenting the monthly financial statements, the cash balances are in agreement with the Treasurer’s report.

The following resolution was approved on motion by Sheila O’Brien, seconded by Daniel Lombardo:

**RESOLVED,                      That the Nanuet Public Library Board of Trustees approves a stipend payment of two thousand dollars (\$2000.00) to Mr. Joseph Modafferri for his work on the staff contract negotiations.**

Ayes: 5                      Noes: 0                      Motion carried

**Treasurer’s Report:** The Board approved the Treasurer’s Report September 1 – 30, 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 now received one million, eight hundred ninety eight, and nine hundred eighty five dollars (\$1,898,985) which represents 64.3% of our tax levy.

**F. Personnel**

The following personnel resolutions were approved on motion by Sheila O’Brien, seconded by Daniel Lombardo:

**Two Resignations for the Purpose of retirement:**

October 6, 2018 – Gretchen Bell – Library Director  
October 13, 2018 – Peggy Ann Sullivan – Full-Time Library Clerk One

Ayes: 5                      Noes: 0                      Motion carried

**One Promotion:**

October 8, 2018 – Mary Heffler - promoted to Executive Account Clerk

Ayes: 5                      Noes: 0                      Motion carried

**G. Sub-Committee Reports:**

**Long Term Planning** – All LTP information was covered in Mr. May’s presentation at the beginning of the meeting.

**Policy** – A report on current and upcoming Policy reviews will be prepared and distributed to the Board.

**Contract Committee** – Committee did not meet.

**Safety and Security Committee** – Committee did not meet.

**Negotiations Committee** – Committee did not meet.

**Audit Committee** – Joseph Modafferri reported that he had received three (3) proposals to the Request for Proposal (RFP) he had sent out for an Auditing Firm. He told the Board that all proposals were from very good qualified firms and that after consideration he was recommending Baldessari & Coster, LLP.

The following resolution was approved on motion by Sheila O’Brien, seconded by Daniel Lombardo:

**RESOLVED,                      That the Nanuet Public Library Board of Trustees will contract with Baldessari & Coster LLP to conduct the audit for the Nanuet Public Library for the following years:                      June 30, 2017, 2018, 2019**

Ayes: 5                      Noes: 0                      Motion carried

Mrs. Mattei explained that we had been very pleased with the work done by RS Abrams, and the reason for the change was because it is customary to change auditors every three years to provide a new set of eyes to examine the books.

**G. Interim Director’s Report**

There was no Director’s Report because the library does not have an Interim Director as yet.

**H. 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 at length were approval of new auditors, new seating for the Community Room, plans for new bathroom, etc.

**I. New Business**

**Next Meeting Date:** The next Regular Meeting of the Nanuet Board of Trustees will be held November 26, 2018 at 6:30 PM.

Mrs. Mattei advised the Board that she had met with Mary Heffler and discussed the status of various items that were outstanding and was advised of the following: The contract with Curti's Landscaping for 2018 snow removal has been signed, and we have received one quote for the tree removal and are awaiting two more proposals. Mary will keep her updated on that. Mary will also work on the elevator status.

The Board recessed into Public Session to discuss personnel issues at 8:12 PM, on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5                      Noes: 0                      Motion carried

The Board went back into Public Session at 8:37 PM, on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5                      Noes: 0                      Motion carried

No other business appearing, the Board adjourned the meeting at 8:38 PM, on motion by Sheila O'Brien, seconded by Daniel Lombardo.

Ayes: 5                      Noes: 0                      Motion carried

Respectfully submitted,

Marta Russell  
District Clerk to the Board of Trustees  
NANUET PUBLIC LIBRARY

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