

## **MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 11/28/ 2016**

**Members Present:** Daniel Lombardo, Michelle Mattei, Sheila O'Brien, Paul Dublanyk,  
Scott Walters (7:17 PM)

**Members Absent:** None

**Others Present:** Gretchen Bell - Library Director  
Howard Heffler - Treasurer  
Joseph Modafferi – Accountant  
Marta Russell  
Randy L. Braun - Attorney

### **AGENDA**

Pledge of Allegiance

- A.** Roll Call - Approval of Minutes
- B.** Public Forum
- C.** Randy L. Braun - Attorney
- D.** Approval of Warrants
- E.** Financial Reports
- F.** Personnel
- G.** Sub-Committee Reports
- H.** Old Business
- I.** New Business
- I.** Director's Report
- K.** Public Forum

The Board recited the Pledge of Allegiance.

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

#### **A. Approval of Minutes**

The Board approved the minutes of the meeting held on October 24, 2016, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4

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.*

There were no members of the public present.

**C. Randy L. Braun - Attorney**

At this time Mrs. Bell introduced Randy L. Braun who has been retained as the new attorney to represent the Library and the Board of Trustees. Mr. Braun thanked the Board for retaining him and spoke to the Board explaining to them how he will represent the Board and the Library whenever a legal issue appears. The Board thanked him for attending the meeting.

**D. Approval of Warrants**

Warrant #4A dated October, 2016 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

Warrant #5 dated November 2016 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Pre-Approval of Payments:** On motion by Michelle Mattei, seconded by Sheila O'Brien, the Board approved the following prepayments:

6-Dec	Lisa LaCava	What is Reiki?	\$150.
8-Dec	Rochelle Cox	Intermediate Canasta (6@\$75)	450.
8-Dec	Fran Roesemann	Musical Mornings (2@125.)	250.
10-Dec	Fran Rosesmann	Weekend Music (1@125.)	125.
12-Dec	Frank Boise	1,2,3 Chess (4@100.)	400.
20-Dec	Linda Newman	Knit Club	150.
<b>TOTAL</b>			<b>\$1525.</b>

Ayes: 4                      Noes: 0                      Motion carried

Payments will be made after the programs are completed.

**New Vendors** – The following vendors were added to QuickBooks:

**Randy L. Braun – Attorney at Law**  
**Eula Rae Printing and Publishing (Local Author)**

**E. Financials**

**Accountant's Report:** The Board approved the Accountant's report dated October 31, 2016 as submitted by Joseph Modafferri, the Library's Accountant, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

Mr. Modafferri commented that it had been a quiet month with no unusual expenses.

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

### **Treasurer's Report:**

The Board approved the Treasurer's Report dated October 1 – 31, 2016 as submitted by the Library's Treasurer, Howard Heffler, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4

Noes: 0

Motion carried

Mr. Heffler commented that to date we have received tax money amounting to 90% of our total and expects at least one more payment from the school treasurer.

Mr. Heffler advised the Board that he is still working with the bank regarding service charges.

### **F. Personnel**

There were no personnel changes in November, 2016.

### **G. Sub-Committee Reports**

**Long Term Planning** – The Committee met on November 10, 2016 and established the Strategic Goals and Objectives for Long Range Planning, a copy of which the Board received. The Committee will be meeting on December 8, 2016 and Mr. Lombardo requested the members of the Board submit any questions and observations they may have prior to that meeting. Mrs. Bell will meet with the library staff to discuss the strategy necessary to complete these goals and objectives.

**Mr. Walters joined the meeting at this time (7:17 PM)**

**Policy Committee** – The Board members commented on various policies and procedures submitted to them for approval. Items discussed were:

1. **Investment Policy**
2. **Procurement Policy**
3. **Purchasing Procedures**
4. **Bill Payment Procedures**

Any questions and changes and additions discussed by the Board will be made to the existing policies and procedures. Revised policies will be sent to the attorney for review and approval... procedures do not need legal approval and will stay in-house.

The Board agreed that all policies will be reviewed annually, effective July 1, 2017.

**Contract Committee**- Did not meet this month

**Safety and Security Committee** – Did not meet this month

**Negotiations Committee** - Did not meet this month

**Audit Committee** – Did not meet this month

### **H. Old Business**

**Outstanding 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.

Some of the items discussed were billing from RBC for technical advising, replacement carpeting, estimate from architect for ADA compliance work on bathrooms, employee performance appraisals.

**I. New Business**

**Next Meeting Date:** Due to the fact that the scheduled December meeting date falls the day after Christmas, the Board rescheduled the December meeting date to Monday, December 19, 2016 at 6:30 PM.

**NPL Friends:** Mr. Lombardo told the Board he attended the last meeting of the Friends of the Nanuet Public Library. He was very impressed with their loyalty and the efforts they put in to help the Library. Mrs. Russell mentioned that one of the officers had expressed an interest in meeting with the Board. The Board said they were very welcome to attend a meeting. Mrs. Bell will contact them.

**J. Director's Report**

**Buildings and Grounds:** Curti's Landscaping will be charging the same amount for snow removal as in 2015.

It was decided we should renegotiate with Curti's for the cost of curb grinding and sidewalk repairs.

**Kurz Family Foundation:** The Board approved the following resolution on motion by Michelle Mattei, seconded by Sheila O'Brien:

**RESOLVED, That the Nanuet Public Library Board of Trustees accepts a donation in the amount of one thousand dollars (\$1,000.) from the Kurz Family Foundation for general support of operations of the library.**

Ayes: 5                      Noes: 0                      Motion carried

**Amnesty: -** The Board approved the following resolution on motion by Scott Walters, seconded by Sheila O'Brien:

**RESOLVED, That the Nanuet Public Library Board of Trustees approves granting amnesty, allowing patrons one (1) week to return overdue material without penalty of a fine.**

Ayes: 5                      Noes: 0                      Motion carried

This will take effect during the spring.

The Board approved the Director's Report dated November 28, 2016, as submitted by Mrs. Gretchen Bell, Director of the Nanuet Public Library, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

**J. Public Forum**

No members of the public were present.

The Board recessed into Executive Session at 8:22 P.M. to discuss a negotiations matter, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5

Noes: 0

Motion carried

The Board reconvened into Public Session at 9:21 P.M. on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5

Noes: 0

Motion carried

No further business appearing, the Board adjourned the meeting at 9:22 P.M., on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5

Noes: 0

Motion carried

Respectfully submitted,

Marta Russell  
Clerk to the Board  
Nanuet Public Library Board of Trustees

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