

## **MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 8/24/ 2016**

**Members Present:** Daniel Lombardo, Michelle Mattei, Sheila O'Brien (11:35 AM), Paul Dublanyk, Scott Walters

**Members Absent:** None

**Others Present:** Gretchen Bell - Library Director  
Howard Heffler - Treasurer  
Joseph Modafferi - Accountant  
Marta Russell – 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.** Incident Report
- G.** Sub-Committee Reports
- H.** Old Business
- I.** New Business
- J.** Director's Report
- K.** Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 10:05 AM by the Board President, Daniel Lombardo.

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

The Board approved the minutes of the meeting held on July 23, 2016, on motion by Michelle Mattei, seconded by Sheila O'Brien.

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 the*

According to the Public Forum Policy revision dated March 27, 2012, 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.

There were no members of the public present.

**C. Approval of Warrants**

Warrant #1A dated July, 2016 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

Warrant #2 dated August, 2016 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

**New Vendors:** Suez Water NY – formerly United Water NY

**Pre-Approval of payments:** There were no payments submitted for pre-approval this month.

**D. Financials**

**Accountant's Report:** The Board approved the Accountant's report dated June 30, 2016 as submitted by Joseph Modafferri, the Library's Accountant, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

Mr. Modafferri reviewed and explained the year end expenditures and total budget balance for the 2015-16 year.

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

Ayes: 5                      Noes: 0                      Motion carried

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 7/1-31/2016 as submitted by Howard Heffler, the Library's Treasurer, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

Howard commented that July was financially a normal month. He noted that we received the final payment due from the State construction grant for our air conditioning project. We have sufficient funds to carry us through until the end of September, when we will start receiving our tax money.

**E. Personnel Report**

The Board accepted the following resolution on motion by Michelle Mattei, seconded by Sheila O'Brien:

**RESOLVED,                      That the Nanuet Public Library Board of Trustees accepts the following resignations, with regret:**

<b>Dara Jackson,</b>	<b>Page –</b>	<b>effective August 6, 2016</b>
<b>Courtney Mellina,</b>	<b>Page –</b>	<b>effective August 22, 2016</b>
<b>Catalina Malagon,</b>	<b>Page –</b>	<b>effective August 25, 2016</b>

Ayes: 5

Noes: 0

Motion carried

**F. Incident Reports**

After a discussion by the Safety and Security Sub-Committee and Mrs. Bell, it was agreed that the incident reports will be now be included in the Director's Report.

**G. Sub-Committee Reports**

**Long Term Planning** – The meeting of the committee originally scheduled was postponed due to conflict with the date and the members' schedules. However, Mrs. Bell met with Chris Titze of the Tourne Group and they discussed the results of the focus groups, the dates for the "Open Houses", and what the questions should be on the "Text Surveys" and their purposes. The Committee asked Mrs. Bell to set a date for the Long Term Planning Committee to meet with Chris Titze.

**Policy Committee** – The Policy Committee will be meeting on Monday, September 19, 2016

**Contract Committee** – The Contract Committee has not met but they received information from Bob Panzera, the Library's IT person, regarding the Wi-Fi upgrade and a new email service for the Board.

After reviewing the information, the Board approved the following resolution on motion by Sheila O'Brien, seconded by Paul Dublanyk:

**RESOLVED, That the Nanuet Library Board of Trustees accept the proposal from "RackSpace" for a "Hosted Exchange Email" account, at an estimated cost of nine hundred and sixty two dollars (\$962.) per year.**

Ayes: 5

Noes: 0

Motion carried

The Board received estimates from four (4) different companies before making their final decision.

**Wi-Fi Proposals:** The Board received proposals from the following vendors for a Wi-Fi upgrade: Cell Signal Solutions, Converged Technology Group, Audio Digital Design Inc. The Board discussed the proposals received; however, the Board is awaiting additional information prior to making a decision on which firm to award the contract.

**Safety and Security** – The Safety and Security committee met with Mrs. Bell and reviewed the information provided in response to the questionnaire submitted by the committee. The Committee asked for additional information regarding various items: i.e. contacting BOCES for their decision regarding the Fire Inspector's recent recommendations, contacting the Clarkstown Police Sex Crime Unit to provide the library with a current sex offenders list, possibility of providing CPR and AED training to staff, etc. The Board requested we inquire as to the cost of the CPR and AED training.

The Committee would also like to have a copy of the Library's architectural plans. Mrs. Bell will check with the School District to determine whether they have a copy of the plans.

**Negotiations:** We are still awaiting a response from the new attorney, Ellen Bach of Whiteman, Osterman and Hanna, LLP. Mrs. Bell will contact her regarding the matter.

**Audit Committee:** The Committee did not meet this month. Mrs. Mattei asked Mr. Modafferi if all the open items in the Auditor's 2014 report have been partially or completely implemented. The Audit Committee will meet with Mr. Modafferi to discuss the matter.

#### **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 employee performance appraisals, purchasing policy, financial control document, contacting attorney for response to policies and negotiations issues, etc.

Ms. O'Brien left the meeting at this time - 11:35 AM.

#### **I. New Business**

**Meeting Date:** The Board approved Saturday, September 24, 2016 as the next regular meeting date.

**Insurance Renewal:** Mrs. Bell advised the Board that the D&O (Directors and Officers) and Employment practices insurance has been renewed with no coverage change.

**Foundation:** The Board held a lengthy discussion regarding establishing a Foundation for the Library. Mrs. Bell is going to contact the Warwick Library to get the documentation of how they established their foundation.

**Loss Report:** Ms. Mattei reported that after studying the January to June loss report, she had determined that the losses of the library totaled one thousand five hundred and forty-two dollars (\$1542.) The loss was primarily of CDs.

#### **J. Director's Report**

**Carpeting:** Mrs. Bell noted that the carpeting has been cleaned and the cleaners suggested it be cleaned twice a year due to its age. The Board decided that it might be wise to consider replacing it and requested Mrs. Bell get proposals for replacement.

**Workshop:** Jim Farrell, Interim Director at the Pearl River Library is giving a workshop on the "Basic Duties and Responsibilities of New Board Members" on September 29, 2016.

The Children's Librarians have written an FAQ for Middle School parents regarding their middle school students who spend a great deal of time in the library doing research, homework, etc. The Board reviewed the FAQ and approved its distribution to the parents and the Middle School.

The Board approved the Director's Report as submitted, on motion by Michelle Mattei, seconded by Scott Walters.

Ayes: 4

Noes: 0

Motion carried

#### **K. Public Forum**

There were no members of the public present.

No other business appearing, the Board adjourned the meeting at 11:55 AM on motion by Michelle Mattei, seconded by Scott Walters.

Ayes: 4

Noes: 0

Motion carried

Respectfully submitted,

Marta Russell

**Clerk to the Board of Trustees  
NANUET PUBLIC LIBRARY**

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