

MINUTES OF THE REGULAR BOARD OF TRUSTEES MEETING HELD AUGUST 25, 2015

Members Present: Brian Booth, Daniel Lombardo, Michelle Mattei

Members Absent: Tim Donnelly

Others Present: Gretchen Bell - Library Director
Howard Heffler – Library Treasurer
Joseph Modafferi – Library Accountant
Marta Russell - Board Clerk
Lauren Cully Banks
Rita Heller

AGENDA

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

The Board recited the Pledge of Allegiance

A. Roll Call and Approval of Minutes

The meeting was called to order at 7:00 PM by the Board President, Mr. Brian Booth. Mr. Booth noted the absence of Trustee Tim Donnelly.

At this time Michelle Mattei was sworn in as Trustee of the Nanuet Library Board of Trustees and assumed her seat.

The Board approved the minutes of the Reorganization Meeting held on July 22, 2014, on motion by Dan Lombardo, seconded by Michelle Mattei.

Ayes: 3

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

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.

No member of the public chose to speak at this time.

Resident Interview

At this point, the Board deviated from the agenda to interview Mrs. Rita Heller, who has expressed an interest in being appointed to the Board to finish out the term originally held by Dr. Mary Noberini, who unfortunately passed away.

The Board reviewed her resume and asked her what her expectations were for her role as a library trustee. She replied that she is a voracious reader and has always supported the library, and she would like to help in keeping the high standards of the library. The Board thanked her for interest.

C. Approval of Warrants

Warrant #1B dated July 26, 2015 was approved on motion by Dan Lombardo, seconded by Michelle Mattei.

Ayes: 3 Noes: 0 Motion carried

Warrant #2 dated August 25, 2015 was approved on motion by Dan Lombardo, seconded by Michelle Mattei.

Ayes: 3 Noes: 0 Motion carried

Warrant #2 included the final payment to Pearl River Plumbing and Heating, aka Bertussi Plumbing, noting the completion of the HVAC project.

Warrant #2A dated August 25, 2015 was approved on motion by Dan Lombardo, seconded by Michelle Mattei.

Ayes: 3 Noes: 0 Motion carried

D. Financial Reports

Accountant's Report:

The Board approved the Accountant's Report as submitted by Joseph Modafferi, the Library's accountant, dated June 1 - 30, 2015, on motion by Dan Lombardo, seconded by Michelle Mattei.

Ayes: 3 Noes: 0 Motion carried

Mr. Modafferi commented that despite all the financial challenges we had, in the end it was a fairly good year. We have a much better fund balance and repairs budget line balance than he anticipated. He asked the Board to consider going ahead with any major repairs they feel are necessary at this time.

Treasurer's Report:

The Board approved the Treasurer's Report dated June 30 2015, as submitted by Howard Heffler, the Library's Treasurer, on motion by Dan Lombardo, seconded by Michelle Mattei.

Ayes: 3 Noes: 0 Motion carried

Howard commented that our year-end balance is good. We should have no problem meeting our expenses through the summer and until we start to receive our tax monies in mid-September.

The Board approved the Treasurer's Report dated as of July 31, 2015, as submitted by Howard Heffler, the Library's Treasurer, on motion by Dan Lombardo, seconded by Michelle Mattei.

Ayes: 3 Noes: 0 Motion carried

Howard noted that it was typical month, and we are still in good shape.

G. Personnel

The Board the approved the following resolution for the retirement of Nancy Johannesen with regret and sincere good wishes for her future, on motion by Michelle Mattei, seconded by Dan Lombardo:

RESOLVED, That the Nanuet Library Board of Trustees approves the retirement of Nancy Johannesen, Senior Account Clerk, effective September 19, 2015.

Ayes: 3 Noes: 0 Motion carried

Young Adult Librarian: Mrs. Bell advised the Board that the person she had provisionally approved to replace Suzanne Congdon as Young Adult Librarian has decided not to take the position, and Mrs. Bell is again interviewing for that position. Temporary arrangements have been made to continue the teen programs as best as possible until the position is filled.

Clerical Position: Mrs. Bell reported that she is still revamping the specifications for the less-than-full-time clerical position which is also open. That person produces the library newsletter, does graphic arts, schedules use of the community room, etc. At this time, some of those duties are being outsourced until we have a replacement.

Letter of praise from resident: We received a letter from a resident thanking Mrs. Bell and the Board of Trustees for their commitment to providing children the opportunity to be active learners during the summer months. The resident is an administrator in the Elmsford Union Free School District. Kudos to all children's room staff members who physically develop and run these programs! Job well done!

H. Sub-Committee Reports

Long Term Planning: The LTP Committee did not meet this month.

Policy Committee: The Policy Committee did not meet this month.

Negotiations Committee: The Negotiations Committee is waiting to hear from the staff.

Contract Committee: The contract committee met and recommended approval of the following:

Reddi-Alarm: Replacing five (5) old cameras and wiring - \$2,650.

Orange and Rockland Utilities: Upgrading lighting thru the EnerPath program - \$1,147.12

Library Insurance

After reviewing the proposal from Sheldon Horowitz of Safe Harbour Insurance, the Board approved the following resolution on motion by Daniel Lombardo, seconded by Michelle Mattei:

RESOLVED: That the Nanuet Library Board of Trustees approves renewing the Library Insurance with Utica National Ins. Co. for the amount of eighteen thousand, three hundred fifty nine dollars and eighty two cents (\$18,359.82), effective September 1, 2015.

Ayes: 3

Noes: 0

Motion carried

This amount represents an overall increase from last year of one hundred twenty eight dollars and seventy-two cents (\$128.72) and includes increases in coverage for Business Personal Property Limit and Crime.

Wiring: The committee approved contacting Bob Panzera of RBC Networks, LLC to give us a report on rewiring the entire building.

Community Study: A special sub-committee to the Long Term Planning Committee has to be established to oversee the Tourne Group which is conducting the community survey regarding the library building. The sub-committee has to call a meeting with Christopher Titze, the Manager of the Tourne Group.

Sub-Committee Reorganization: Brian Booth commented that in view of the new trustee and officers on the Board, the Sub-Committees will be reorganized.

G. Old Business

Outstanding Issues: The Board reviewed the outstanding issues list submitted by the Board Clerk, noting those items that had 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 (attachment#1).

H. New Business

Driveway Repairs: Mr. Lombardo commented that the parking lot has to be repaired. There appears to be water coming up through the ground. Mrs. Bell has contacted United Water to see if the water is a result of a broken water pipe under the driveway or if it is just ground water, but to date they have not come. The Board requested Mrs. Bell get an estimate from Curti's Landscaping for repairing the parking lot after the origin of the water is determined.

Movie Filming: Mrs. Bell recently contacted the Board Members to tell them that a film company was going to film in a section behind the library. Mr. Lombardo commented that there is a definite liability issue with that and the company should be required to provide the Library with some kind of insurance. After a lengthy discussion regarding the issue, it was decided that Mr. Lombardo would contact Mario Spagnuolo, Asst. Business Superintendent and School Attorney for the Nanuet School District and ask him what the District's policy is regarding certificates of insurance naming the school district as additional insured from parties using their property. Brian Booth also inquired if the Library was paid for the use of the property since he is under the impression they are required to pay for that privilege.

I. Director's Report

The Board approved the Director's Report as attached, (attachment #2), on motion by Daniel Lombardo, seconded by Michelle Mattei.

Ayes: 3

Noes: 0

Motion carried

J. Public Forum

There were no members of the public present.

The Board went into Executive Session at 8:00 PM, to discuss a personnel issue on motion by Dan Lombardo, seconded by Michelle Mattei.

Ayes: 3 Noes: 0 Motion carried

The Board reconvened into Public session at 8:45 PM, on motion by Dan Lombardo, seconded by Michelle Mattei.

Ayes: 3 Noes: 0 Motion carried

The Board approved the following resolution on motion by Daniel Lombardo, seconded by Michelle Mattei:

RESOLVED, That the Nanuet Public Library Board of Trustees approves the employment of Mary Heffler to the position of Senior Account Clerk Typist, effective September 20, 2015.

Ayes: 3 Noes: 0 Motion carried

No other business appearing, the Board adjourned the meeting at 8:48 PM, on motion by Michelle Mattei, seconded by Dan Lombardo.

Respectfully submitted,

Marta Russell
Clerk to the Board
Nanuet Library Board of Trustees

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