

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD DECEMBER 26, 2015

Members Present: Daniel Lombardo, Michelle Mattei, Sheila O'Brien

Members Absent: None

Others Present: Gretchen Bell - Library Director
Howard Heffler – Library Treasurer
Arthur Winoker
Rita Heller

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 Report
- G.** Old Business
- H.** New Business
- I.** Director's Report
- J.** Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 10:00 AM by the Board Vice-President, Daniel Lombardo.

Mr. Lombardo advised the Board that Joe Modafferri, the Library's Accountant, was not present due to illness, and Marta Russell, the Clerk to the Board of Trustees was not present because she was out of town.

A. Approval of Minutes

The Board approved the minutes of the October 27, 2015 meeting on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 3 Noes: 0 Motion carried

The Board approved the minutes of the Special Board of Trustees meeting on November 7, 2015 on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 3 Noes: 0 Motion carried

The Board approved the minutes of the November 25, 2015 meeting on motion by Michelle Mattei, seconded by Sheila O'Brien.

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.

The members of the Board of Trustees introduced themselves to the members of the public.

C. Approval of Warrants

Warrant #6 dated December, 2015 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 3 Noes: 0 Motion carried

Mrs. Bell and Mr. Heffler responded to the various questions the members of the Board had regarding some of the payments listed on the warrant.

With reference to a payment to E.A. Morse, a building and maintenance product supplier, Ms. Mattei requested a breakdown of the supplies and costs paid for on that particular payment.

D. Financial Reports

Accountant's Report:

Mr. Joseph Modafferri, the Library's Accountant, was not present due to illness. The Accountant's report was postponed on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 3 Noes: 0 Motion carried

The outstanding Accountant's Reports due are for October, November and December 2015.

Treasurer's Report:

The Board approved the Treasurer's Report dated October 1 – 31, 2015, as submitted by Howard Heffler, the Library's Treasurer, on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 3 Noes: 0 Motion carried

The Board approved the Treasurer's Report dated November 1 – 30, 2015, as submitted by Howard Heffler, the Library's Treasurer, on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 3 Noes: 0 Motion carried

Howard reported that as of November 30, 2015, we had received 91.6% our total tax levy. We will receive another payment from the School District in December. Any tax monies not paid by then will be paid by the County in early April 2016, making the Library whole.

E. Personnel

New Librarian: Angela Krajcar assumed her position of Young Adult Librarian on November 30, 2015.

New part-time position: Mrs. Bell provided the Board with a copy of the job description for the new part-time position. Among the duties included are creating and maintaining the Library's website, designing printed media, such as the newsletter, calendar of events, sending out press releases, etc. The formal job classification form has been submitted to the Rockland Personnel Office for approval. The position will be for seventeen and one half hours per week (17-1/2 hr.) or thirty-five hours (35 hrs.) for a two-week pay period. After the specifications are approved by the County Personnel Office, they are forwarded to the State Personnel Office for their approval.

F. Sub-Committee Reports

Long-Term Planning Committee: One hundred calls were made for the test survey on the Building Project with fifteen responses. The Torne Group, which is conducting the survey, felt this was a good response, and with the trustees' approval, the survey went live on November 9, 2015. The committee had a telephone conference with The Torne Group to discuss the results. After a break for Thanksgiving, the survey was completed on December 1, 2015. The survey was scheduled to be put on the library's website on December 7, 2015, but has been delayed. The LTP committee expects to meet with The Tourne Group in January to discuss the results of the survey.

Policy Committee: The Policy Committee did not meet this month. However, the matter of the FOIL policy is still ongoing. The library's FOIL policy and the State law were distributed. The Board asked that a Policy Committee meeting be scheduled in January to discuss the matter.

Contract Committee: The Board was advised that the repairs of the parking lot potholes have been completed by Reliable Paving, the contractor who was awarded the contract for the project.

Negotiations Committee: Due to Mr. Modafferri's absence there were no negotiations discussions.

Committees: Due to the recent member changes on the Board, the Board will have to discuss which members will be on each of the sub-committees.

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).

Among the items discussed were computer usage and month by month comparisons. The Board received the first report and reviewed the information and the report format. Mrs. Bell thanked Howard Heffler for his help in developing the format. The report will now be part of the monthly statistics report included in the Board packet.

With reference to the computer equipment and wiring report received from Bob Panzera, the Library's IT consultant, Ms. Mattei inquired whether the value prices were actual cost or depreciated value. Mrs. Bell will contact him and ask him to clarify the issue. The matter of the protection of the backup system for the library's data was discussed. Mrs. Bell explained that the backup for the book information is kept by RCLS (Ramapo Catskill Library System), but the backup for the daily library matters are kept in house.

The Board reviewed the incident report submitted by Mrs. Bell and asked the report become a monthly agenda item.

With reference to building security, the Board feels it is important we review all our safety procedures i.e. when to call the police, where to call...911 or the police station, staff safety training. As a result of this conversation, Ms. Mattei suggested that a **new safety sub-committee** be formed to study all the various safety and security issues that arrive in the building and possible crossovers with issues at the Nanuet Public Schools. Ms. Mattei and Mrs. O'Brien volunteered to head the committee. A meeting date will be scheduled.

Update of Bathroom Project: Greenbush Contractors has advised that they are awaiting the equipment and supplies necessary for the job and they anticipate starting in early January. The bathrooms will be updated one at a time so there will not be any significant disturbance in the library.

Updated Organizational Chart: The Board received a revised organizational chart and requested explanations for various positions, i.e. duties of custodian versus cleaner, duties of substitute librarians. A revised chart will be provided at the next board meeting reflecting various changes requested by the Board.

H. New Business

Next Meeting Date: The next regular meeting of the Nanuet Library Board of Trustees will be held on Saturday, January 23, 2016 at 10:00 AM.

Financial Reports: The Board held a lengthy discussion regarding the checks and balances of the library's financial functions, i.e., who approves opening new vendor accounts. Howard Heffler, the Library's Treasurer explained that the Library has an independent auditor, L.L. Abrams, who audits the library books and internal procedures on a yearly basis. He also outlined the steps of who approves payments to vendors, who writes the actual checks and who signs them. Howard also noted that all personnel involved are annually bonded.

It was decided that further discussion on this issue would take place when Joseph Modafferi, the Library's accountant, is present at the meeting. The Board requested they receive copies of the last two (2) years auditors' reports and management letters submitted by the independent auditors.

Five Year Plan: The five year plan as of 2016 is coming due. The Board requested a copy of the five year plan currently available.

Building Conditions: The Board mentioned that building improvements are necessary in the following areas: storage area, back stairs and condition of the gardens. These matters will be discussed with the building custodian and Curti's Landscaping.

Appointment of New Board Members: Present at the meeting was Arthur Winoker, former trustee to the board, and Rita Heller, who had expressed interest in serving on the board. Both noted that they would be willing to serve on the board until the end of the fiscal year, June 30, 2016. Mr. Lombardo mentioned that the Board had heard from two (2) other persons also interested in serving. They were unable to attend the meeting, so they will be interviewed and the Board will decide who will be appointed. All interested parties will be notified of the Board's decision after the interviews are completed.

I. Director's Report

Director's Report – November 25, 2015:

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

RESOLVED, **That the following materials be discarded:**
 1 – wood young adult paperback spinner
 10 – wood/metal chairs
 4 – card tables

- 1 – Shark Vacuum Cleaner**
- 1 – wood table w/metal chairs**
- 1 – blue novelty chair, fan, coffee urn**
- 2 – office desk chair, plastic chairs, upholstered lounge chairs**
- 13 – metal folding chairs**

All material to be disposed of properly.

Ayes: 3 Noes: 0 Motion carried

Ms. Mattei mentioned that there are still items to be disposed of, in particular, the microfiche machine, and some spinner towers not in use. Mrs. Bell stated that she is still awaiting information from hazardous material on how to dispose of the microfiche. Ms. Mattei asked if Mrs. Bell could set a target date for the disposal of these items.

The Board approved the November 25, 2015 Director's Report as attached, (attachment #2), on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 3 Noes: 0 Motion carried

The Board approved the December 26, 2015 Director's Report as attached, (attachment #3), on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 3 Noes: 0 Motion carried

J. Public Forum

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

The Board went into Executive Session at 12:11 PM to discuss a personnel issue on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 3 Noes: 0 Motion carried

The Board reconvened into Public Session at 1:02 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 3 Noes: 0 Motion carried

No further business appearing, the Board adjourned the meeting at 1:03 PM on motion by Sheila O'Brien, seconded by Michelle Mattei.

Respectfully submitted,

Marta Russell (from recording)
Clerk to the Board of Trustees
Nanuet Public Library

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