

# **MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MEETING HELD JUNE 18, 2016**

**Members Present:** Daniel Lombardo, Michelle Mattei, Sheila O'Brien, Paul Dublanyk, Arthur Winoker

**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.

Mr. Lombardo welcomed back Marta Russell, the Board Clerk who has been out for several meetings due to a severe surgery.

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

The Board approved the minutes of the January meeting, held on February 6, 2016, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

Approval of the minutes of the May meeting, held on June 4, 2016, was postponed due to some errors in the minutes, 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 #12 dated June, 2016 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

**New Vendors:** There were no new vendors added to our purchasing list this month.

**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 May 31, 2016 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 requested the following Budget Amendment, which was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

<u>Transfer from:</u>		<u>Transfer to:</u>	
Personnel	\$10,200	Technical Service	\$10,000
		Telephone Service	200
Total	\$10,200		\$10,200
	=====		=====

Ayes: 5                      Noes: 0                      Motion carried

**Treasurer's Report:**

The Board approved the Treasurer's report dated May 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 it was a typical month financially. We did receive a dividend from Worker's Compensation in the amount of nine hundred dollars (\$900.) Howard commented that we should be financially set until September when we start receiving our tax money.

Howard was reminded to call the bank to reverse a bank service charge which we got in error.

**E. Personnel**

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

**RESOLVED,                      That the Board of Trustees of the Nanuet Public Library accept the following resignation: Arjana Frroki, Page effective, June 15, 2016.**

Ayes: 5

Noes: 0

Motion carried

#### **F. Incident Reports**

There were no incidents reported this month.

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

**Long Term Planning:** The Committee did not meet this month. However, Mrs. Bell met with Chris Titze of the Tourne Group, and he told her that he is halfway through the focus groups. He noted that all the participants have been women. Mrs. Bell is going to give him the names of men who are known to be regular library users. Chris is also interested in meeting with teens and tweens to get their ideas. Ms. Bell told the Board that the library will do the calling to ensure they know it is all on the up and up!

Chris told Mrs. Bell he would like to meet with the LTP committee on June 22, 2016 at 10:00 AM. If that date does not work for the committee members, he will suggest an alternate date.

**Policy Committee:** Sheila O'Brien commented that she has been researching and hopes to have a report on the records retention law policy for the next meeting. Mrs. Bell advised that the Library accepted the "Records Retention Law and Disposition Schedule ED-1"; when it was last revised in 2004. She will search her records and advise Ms. O'Brien of the action taken by the Board at that time.

It was decided that the Policy Committee will now meet on a quarterly basis unless something serious comes up. A schedule will be set up.

**Contract Committee:** All new policies have been sent to our new attorneys, Whiteman, Osterman and Hanna in Albany, for review.

**Safety and Security:** The Committee is waiting for the survey report from Mrs. Bell before continuing with this issue. Mrs. Bell hopes to have finalized her report in time for the July meeting. Mrs. Bell is also still waiting for BOCES to review our evacuation policy.

**Audit Committee:** There is no update on the audit. The auditors were supposed to begin the new audit on June 16 and 17, but they did not come. Jim Riley, our former attorney, has sent a bill for reviewing the audit letter we received from L. Abrams regarding our June 2014 audit. The bill is for two hundred and fifty dollars (\$250.)

**Negotiations Committee:** All the negotiations information has been forwarded to our new attorney by Mr. Lombardo, so they can put it into legal language. Joe Modafferi also gave Mr. Lombardo the salary schedules to forward to the attorney. Mr. Modafferi gave the Board a copy of the schedule for them to study and discuss. The Board held a lengthy discussion with Mr. Modafferi and Mrs. Bell regarding the schedule.

#### **H. 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.

Some of the item discussed were: final job description for the graphic designer position, development of a purchasing policy, safety and security survey, missing items report, and sharing of information from Tony Paladino, Senior Risk Management Representative from Utica Mutual Insurance re safety and security.

## **I. New Business**

The date for the next regular meeting of the NPL Board of Trustees will be Saturday, July 23, 2016 at 10:00 AM.

**OMNI:** We have received the renewal for our contract with OMNI, the company which oversees our 403B coverage to assure we are in compliance with the Federal Government requirements and regulations. The bill is for three thousand dollars (\$3000.) Their fee has not changed since we started using them.

In answer to a question, Mrs. Bell and Howard Heffler responded that Omni was carefully researched prior to signing the contract with them, and they are very competent.

**Filing of 1095 form:** At the outset of the Obamacare program, it became mandatory that we file Form 1095.

This form goes to:

- IRS to report certain information about individuals who enroll in a qualified health plan through the Health Insurance Marketplace
- Individuals to allow them to:
  - take the premium tax credit,
  - reconcile the credit on their returns with advance payments of the premium tax credit (advance credit payments), and
  - file an accurate tax return.

Our insurance company would not do it so we hired an outside firm to do it the first year at a cost of five thousand dollars. Since then most businesses have turned that responsibility over to their payroll check company. We have now turned that over to Paychex, the company that does our payroll. Their fee will be two thousand dollars (\$2000), and Joe Modafferri commented that he is much happier with their work than with the previous company.

**Payroll Check Signing:** Joe Modafferri requested that Howard Heffler's signature be printed on the payroll checks. Most of our employees have direct deposit, but a few staff members do not, so the signature had been put on the checks with a stamp. This created a problem with the auditors and printing of the name on the checks will solve that problem. Readycheck will provide the service at a cost of one hundred fifty two dollars and seventy eight cents (\$162.78) per payroll.

**Tree Cutting:** We are waiting for an estimate for cutting down several trees which are dead or have dead limbs hanging over the property.

**Memorial Gift:** A local resident is considering a construction project for the library as a memorial gift. Mrs. Bell suggested replacing the steps behind the building that lead to the Nanuet Middle School which are now in very bad shape. Mrs. Bell has contacted Rudy Villanyi, the Superintendent of Buildings and Grounds at the School District, to ask if he had any comments about the project.

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

**Update on Bathrooms:** All the bathrooms have been cleaned with the exception of the staff bathrooms. The contractor wants to do it when we are closed so that the fumes from the cleaning products will not bother the public and staff.

**Mental Health Association:** The Board discussed the recent staff training by the Mental Health Association. As a result, it was suggested we contact the Clarkstown Police Department for some additional training. It was also suggested we make this a part of our yearly staff development training.

The Board approved the Director's Report as submitted, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion approved

**K.     Public Forum**

There were no members of the public present

The Board adjourned into Executive Session to discuss a personnel matter at 12:03 P.M. on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

The Board reconvened into Public Session at 12:18 P.M. on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

No other business appearing, the Board adjourned the meeting at 12:27 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 Library Board of Trustees

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