

## **MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 9/24/ 2016**

**Members Present:** Daniel Lombardo, Michelle Mattei, Sheila O'Brien, Paul Dublanyk,  
Scott Walters (10:09AM)

**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.** Sub-Committee Reports
- 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 10:05 AM by the Board President, Daniel Lombardo.

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

The Board approved the minutes of the meeting held on August 24, 2016, on motion by Michelle Mattei, seconded by Sheila O'Brien with the following corrections:

**Page 2 – Treasurer's Report – Mr. Heffler commented that July was....**

**Page 3 – Safety and Security – *The Committee would like to ascertain there is a copy of the Library's architectural plans available in the school districts' files...***

Ayes: 4

Noes: 0

Motion carried

Mr. Walters arrived at this time (10:09AM)

#### **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. Approval of Warrants**

Warrant #3 dated September, 2016 was approved on motion by Paul Dublanyk, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

Ms. Mattei questioned the reason a payment was made to Air Kool in view that we have a service contract with them. Mr. Modafferri replied that there are certain items not covered by the service contract. He advised her that he would review the payments made to Air Kool and provide her with a schedule of payments made and the reason for those payments.

Ms. Mattei asked if we have a contract with RBC Networks, LLC, the IT Company we are currently using. Mr. Modafferri replied that we do not have a contract as such, but we have a signed agreement for the hourly amount they charge.

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

<b>10/13/16 - Catherine Rubin - Music Together</b>	<b>\$300.00</b>
<b>10/18/16 – Shira Plotzker - What Your Pet Has To Say</b>	<b>250.00</b>
<b>10/22/16 – Fran Roesemann – Musical Mornings</b>	<b>125.00</b>
<b>10/23/16 – Reenie's Rabbit Rescue - \$80+\$17.28 mileage</b>	<b>97.28</b>
<b>Total</b>	<b>\$ 772.28</b>

Ayes: 5                      Noes: 0                      Motion carried

Payments are made after the programs are completed.

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

<b>Barclay, Dawn M.</b>	<b>Local Author</b>
<b>RU Airborne Inc.</b>	<b>Book Purchase</b>
<b>Samtur, Steve</b>	<b>Program Presenter</b>

**D. Financials**

**Accountant's Report:** The Board approved the Accountant's report dated August 31, 2016 as submitted by Joseph Modafferri, the Library's Accountant, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 5                      Noes: 0                      Motion carried

Mr. Modafferri advised the Board that there is a sizeable fund balance which can be used for any major projects the Board approves.

Mr. Modafferi 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 Revised Treasurer's Report dated June 1- 30, 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

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

Ayes: 5                      Noes: 0                      Motion carried

Mr. Heffler commented that our cash balance should carry us until early October when we will start receiving our tax money from the school district. He also advised the Board that he is still working with the bank regarding service charges.

**E. Personnel**

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

**September 13, 2016 –Karen Mathew – PAGE**

Ayes: 5                      Noes: 0                      Motion carried

**F. Sub-Committee Reports:**

**Long Term Planning** - The Long Term Planning Committee met twice. The Board received the schedule regarding long-term planning and the demographics analysis. Ms. Mattei suggested the Board consider the findings in the demographic report when developing the plan for a new building.

The next project will be the text messaging project, followed by the open house meetings which we anticipate will begin the first week of November. Postcards will be sent to the community announcing the start of the open house meetings.

**Policy Committee** - The Policy Committee did not meet. However, included in the Board packet were several policies on which Mrs. Bell was interested in the Board's opinion. Among them were the Investment Policy, Library Card Policy and Procurement Policy. The Procurement Policy and Procedures was postponed until they were studied by the Policy Committee. Ms. Mattei stressed that she would like estimates for work or purchases being requested by the library be provided in writing. Mr. Modafferi asked the Board to be included in the meeting of the Policy Committee.

**Contract Committee** – The Contract Committee did not meet.

**Safety and Security Committee** – The Committee is awaiting Mrs. Bell's response to their questionnaire.

**Negotiations Committee** – The Library's attorney Ellen Bach sent information to Mrs. Bell and Mr. Lombardo regarding several changes and revisions made in the contract. The Association's attorney has requested a meeting to clear up various outstanding issues.

**Audit Committee** – The Committee met with Mr. Modafferi regarding the outstanding issues from the 2013-14 audit report. The Payroll Procedure issue was also discussed.

#### **G. Old Business**

The Board received a copy of the Reorganization Agenda for the 2016-17 year noting the date change of monthly Board Meetings to – ***Item #8 – Designation of Meeting Date – 4th Monday of each month at 6:30 PM at the Nanuet Public Library***, and approved it on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5

Noes: 0

Motion carried

As a result of this change, Ms. Mattei requested the Board meeting information packet be available to the Board Members on the Wednesday prior to the date of the meeting.

**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.

Among the items discussed were the amount of payments and reason paid to Air Kool, establishing a date for the Policy Committee to meet, additional review of Wi-Fi recommendations, request the attorney return the policies originally submitted to her for review, setup a meeting with Mr. Paladino of Utica Mutual, Employee Performance reports.

#### **H. New Business**

**Next Meeting Date:** The date for the next regular meeting of the NPL Board of Trustees will be Monday, October 24, 2016 at 6:30 PM.

**Legal Proposal:** The Board reviewed a proposal from Randy L. Braun, Attorney at Law. The Board suggested following up by contacting some of the professional references he provided.

**IT Proposal:** Ms. Mattei commented that due to certain things that have been happening with our current IT Consultant, she was suggesting we consider putting out a RFP (Request for Proposal) for IT services.

Ms. Mattei commented on the latest newsletter, noting that it was late in being mailed out. Mrs. Bell replied that the person we contract to write our newsletter was on vacation.

Mrs. Russell left the meeting at this time: 1:00 PM.

#### **I. Director's Report**

The Board reviewed the recommendations received from Utica Risk Management Department and the current status of those issues.

The Board requested clarification and additional proposals for this year's snow removal.

The Board suggested the issue of Bathrooms/ADA compliance be sent to Mr. Braun for further study and recommendation.

The Board approved holding an amnesty for late fees in an effort to encourage the return of long-overdue and missing material.

**RCLS Operating Budget** – The Board approved the RCLS operating budget for 2017 on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 5                      Noes: 0                      Motion carried

The Board approved the Director’s Report as submitted by Mrs. Bell on motion by Ms. Mattei, seconded by Ms. O’Brien.

Ayes: 5                      Noes: 0                      Motion carried

**J.     Public Forum**

There were no members of the public present.

The Board recessed into Executive Session 12:49PM to discuss a negotiations matter on motion by Ms. Mattei, seconded by Ms. O’Brien.

Ayes: 5                      Noes: 0                      Motion carried

Mr. Walters left the meeting at this time. (12:49 PM).

The Board reconvened into Public Session at 1:09 PM, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes 4                      Noes: 0                      Motion carried

No other business appearing, the Board adjourned the meeting at 1:10 PM, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

Respectfully submitted,

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

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