

**MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 1/22/18**

**Members Present:** Daniel Lombardo, Michelle Mattei, Paul Dublanyk, Jean Cappiello

**Members Absent:** Sheila O'Brien

**Others Present:** Gretchen Bell - Library Director  
Joseph Modafferi - Accountant  
Howard Heffler – Treasurer  
Grace Riario - RCLS  
Marta Russell – Clerk to the Board

**AGENDA**

- Pledge of Allegiance
- A. Roll Call - Approval of Minutes
- B. Public Forum
- C. Grace Riario-RCLS
- D. Approval of Warrants
- E. Financial Reports
- F. Personnel
- G. Sub-Committee Reports
- H. Director's Report
- I. Old Business
- J. New Business
- K. Public Forum
- J. Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 6:30 PM by the Board President, Daniel Lombardo.

**A. Approval of Minutes**

The Board approved the minutes of the meeting held on December 18, 2017, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

**Nomination and Election of Board of Trustees Secretary:**

At this time, Daniel Lombardo, President of the Board, called for nominations for Secretary of the Board Trustees.

Jean Cappiello was unanimously nominated and elected Secretary of the Board of Trustees on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

Mrs. Cappiello was sworn in as Secretary of the Board of Trustees by the Library Board Clerk, Marta Russell.

**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. Grace Riario – RCLS**

Grace Riario, Assistant Director and Outreach Coordinator for RCLS (Rockland Catskill Library System) spoke to the Board regarding items of interest to the Board Members. She discussed various informational materials which could be shared with the Community, i.e. the Library’s goals and objectives as stated in the Board’s Long Range Plan, statistic presentations of the library’s activities and public participation, financial grants which the library is pursuing. She also provided input on various other issues the Board Members brought up.

The Board thanked Ms. Riario for attending the meeting and providing the Board with information regarding knowledge about the library that is important to be shared with the Community.

**D. Approval of Warrants**

Warrant #6A dated December, 2017 was approved on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

Warrant #7 dated January, 2018 was approved on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

**Pre-Approval of Payments:** On motion by Michelle Mattei, seconded by Paul Dublanyk, the Board approved the following prepayments for February, 2018 Program Invoices.

6-Feb	Lisa Fuge	
	Family Craft – Heart Pillow	\$150
7-Feb	Moon River Music	
	Music with Miss Samantha (4 @ \$85)	340
15-Feb	Fran Roesemann	
	Music with Miss Fran (3 @ \$125)	375
17-Feb	Kurt Gallagher	
	Winter Music Concert	175
24-Feb	Sarah Northfield	
	Silly Stories with Miss Sarah	125
	<b>TOTAL</b>	<b>\$ 1165</b>

Ayes: 4                      Noes: 0                      Motion carried

Payments will be made after the programs are completed.

**New Vendor Report – Added to QuickBooks:**

Carolyn Poncato – Program Presenter

**E. Financials**

**Accountant’s Report:**

The Board approved the Accountant’s Report dated November 30, 2017 as submitted by Joseph Modafferi, the Library’s Accountant, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the Accountant’s Report dated December 31, 2017 as submitted by Joseph Modafferi, the Library’s Accountant on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

Mr. Modafferi advised the Board that several accounts were running higher than originally budgeted, and he would return to the Board at a later date with a request for a budget transfer after reviewing the accounts further.

Mr. Modafferi stated that in presenting the monthly financial statements, the cash balances are in agreement with the Treasurer’s report.

**Treasurer’s Report:**

The Board approved the Treasurer’s Report dated December 1, 2017 to December 31, 2017, as submitted by the Library’s Treasurer, Howard Heffler, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

**F. Personnel**

There were no Personnel changes this month.

**G. Sub-Committee Reports:**

**Long Term Planning:** The Committee did not meet this month. The Board received the First Quarterly Report of the status of Library Long Range Library Plan of 2007-2021.

**Policy Committee:**

After a lengthy discussion regarding changes requested by the Board at the previous Board Meeting, and additional ones recommended by Library’s Attorney, Randy Braun, the Board took the following action approving the second reading of the following policies.

On motion by Michelle Mattei, seconded by Paul Dublanyk, the Board approved the second reading of the **Art Exhibit Policy** effective January 22, 2018.

Ayes: 4                      Noes: 0                      Motion carried

On motion by Michelle Mattei, seconded by Paul Dublanyk, the Board approved the second reading of the **Regulations Governing the Use of the Community Room** effective January 22, 2018.

Ayes: 4                      Noes: 0                      Motion carried

On motion by Michelle Mattei, seconded by Paul Dublanyk, the Board approved the second reading of the **Equal Employment Opportunity Policies**, effective January 22, 2018.

Ayes: 4                      Noes: 0                      Motion carried

On motion by Michelle Mattei, seconded by Paul Dublanyk, the Board approved the second reading of the **Workplace Violence Prevention Policy and Procedure**, effective January 22, 2018.

Ayes: 4                      Noes: 0                      Motion carried

**Safety and Security Committee:** The Contract Committee did not meet, but Mrs. Bell is still working on the final draft to make it appropriate for the Nanuet Public Library.

**Negotiations Committee:** The Negotiations Committee did not meet. We are awaiting a response from the Staff Association regarding the recent proposal submitted by the Board.

**Audit:** The Audit Committee did not meet. The Auditors are expected to start the audit for the 2015-16 financial years on February 6, 2018.

#### **H. Director's Report**

**HVAC:** AirKool replaced corroded igniters on four of the boilers. In addition, they replaced a zone valve which was not working in the Children's Room causing it to be too cold. The Board suggested we speak to AirKool and ask what upcoming problems we should expect.

**Family Bathroom:** The staff has selected the plan they feel would be best for the family bathroom. We have submitted it to the architect who will provide an architectural drawing which we can use to get quotes for the project. Unless the work is done immediately, the project has to be delayed until mid-August in order to accommodate summer programming.

**Outdoor Steps:** Curti's Landscaping has submitted plans for the replacement of the outdoors steps between the library and the Nanuet Middle School. These plans will now be used to request additional proposals from other contractors.

**Elevator:** The Board approved the contract for: **Savin Engineers, Ltd to provide professional services in connection with the replacement of the elevator in the Nanuet Library building**, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

The Library and Savin Engineers, Ltd will now proceed with the bidding process to contract a suitable elevator manufacturer.

**Technical Services:** After reviewing Version 1.0 of the contract submitted by **TechSpectrum Technology Solutions for technical support in the library**, the Board approved the contract on motion by Michelle Mattei, seconded by Paul Dublanyk, effective February 1, 2018.

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the Director's Report dated January 22, 2018, submitted by Mrs. Bell, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

**I. Old Business**

**Ongoing 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.

Items discussed included the final approval of the contracts with Savin Engineers, and TechSpectrum.

**J. New Business**

**Next Meeting Date** – The next regular Board Meeting of the Nanuet Public Library Board of Trustees will held on Monday, February 26, 2018 at 6:30 PM in the Nanuet Public Library.

**K. Public Forum**

There were no members of the public present.

The Board recessed the meeting at 8:12 PM to go into Executive Session to discuss a personnel matter, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

The Board reconvened into Public Session at 8:26 PM on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

No other business appearing, the Board adjourned the meeting at 8:27 PM, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

Respected submitted,

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

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