

## **MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 12/19/ 2016**

**Members Present:** Daniel Lombardo, Michelle Mattei, Sheila O'Brien, Paul Dublanyk,  
Scott Walters (6:50 PM)

**Members Absent:** None

**Others Present:** Gretchen Bell - Library Director  
Howard Heffler - Treasurer  
Marta Russell  
Mavis Hiremath – NPL Friends  
Bennie Nelson – NPL Friends

### **AGENDA**

Pledge of Allegiance

- A. Roll Call - Approval of Minutes
- B. Public Forum
- C. Friends of the Nanuet Public Library Representatives
- D. Approval of Warrants
- E. Financial Reports
- F. Personnel
- G. Sub-Committee Reports
- H. Old Business
- I. New Business
- I. Director's Report
- K. 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 November 28, 2016, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      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.*

*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. Friends of the Nanuet Public Library**

Mrs. Mavis Hiremath and Mrs. Bennie Nelson, members of the Friends of the Nanuet Library, were welcomed to the meeting. Mrs. Nelson is also a former Nanuet Public Library trustee. Mr. Lombardo, who was present at the last meeting of the Friends, thanked them for all they have done for the library. Mrs. Nelson and Mrs. Hiremath reviewed what the Friends have done to support the Library over the years as well as issues of current importance to the Library and the Friends. They expressed the need for younger members to join the friends and discussed possible projects the Friends can undertake to raise money and support for the Library. The members of the Board thanked Mrs. Hiremath and Mrs. Nelson for attending the meeting and for their hard work on behalf of the Library.

Mr. Walters arrived during the discussion with the Friends (6:50 PM).

**D. Approval of Warrants**

Warrant #5A dated November 2016 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

Warrant #6 dated December 2016 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

**Pre-Approval of Payments:**

On motion by Michelle Mattei, seconded by Sheila O'Brien, the following January 2017 payments were approved:

**Pre-Approval of Payments:**

On motion by Michelle Mattei, seconded by Sheila O'Brien, the following January 2017 payments were approved:

9-Jan	Valerie Weisler	From Rockland Roots to Global Movement	\$150.00
14-Jan	Kurt Gallagher	Mr. Kurt in Concert	\$175.00
17-Jan	Don DiBenedetto	Creating a More Joyful Life	\$150.00
21-Jan	Wendy Ferraro	Yoga Together	\$40.00
28-Jan	Lisa Forman	Kids Cook!	\$250.00 *

\*plus supplies

TOTAL ALL PROGRAMS 

\$765.00
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Ayes: 5                      Noes: 0                      Motion carried

Payments will be made after the programs are held.

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

Lisa LaCava- Program Presenter

**E. Financial Reports**

**Accountant's Report:** The Accountant's Report for the month of November, 2016 was postponed until the January meeting due to Mr.Modafferi's absence, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

**Treasurer's Report:**

The Board approved the Treasurer's Report dated November 1 – 30, 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 reported that to date we have received two million six hundred twenty one thousand and 60 dollars (\$2,621,060), which represents 91.7% of our tax levy.

As per its request, the Board received a copy of a letter from JP Morgan detailing the collateral deposits information as of December 1, 2016.

**F. Personnel**

On motion by Michelle Mattei, seconded by Sheila O'Brien, the Board approved the resignation of:

**Briyantan Ganaganayagam - Page and Clerk Sub, effective December 6, 2016.**

Ayes: 5                      Noes: 0                      Motion carried

On motion by Michelle Mattei, seconded by Sheila O'Brien, the Board approved the resignation of:

**Richard Piatelli, Librarian 11 – Adult Services, effective January 28, 2017,  
for the purposes of retirement.**

Ayes: 5                      Noes: 0                      Motion carried

**G. Sub-Committee Reports:**

**Long Term Planning** - The Committee met on December 14, 2016. The Board received a draft of the *Strategic Goals and Objectives for Long Range Planning*. The Board discussed corrections, changes and additions they would like in the plan and will e-mail their thoughts for inclusion in the draft. Chris Titze will be meeting with the staff to discuss strategies. There will also be a book mark distributed at the Circulation Desk to collect more information from the public. Open Houses are tentatively scheduled for March 25 and 27, 2017.

**Policy Committee:** The Policy Committee did not meet. However, the Board received copies of various policies which had been reviewed and amended by the two attorneys. The following are the policies reviewed:

Whistle Blower Policy, Conflict of Interest Policy, Regulations for Public Access to Records of the Nanuet Public Library, Regulations Governing the Use of the Community Room – reviewed by Ellen M. Bach, Whiteman Osterman & Hanna LLP

Investment Policy, Procurement Policy, Bill Payment Procedures – reviewed by Randy Braun

The Policy Committee will meet to review the policies and report back to the Board.

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

**Safety and Security Committee:** Detective Robert MacDonald from the Clarkstown Police Department and Jennifer Williams from the Probation Department met with the staff and presented information on sexual offenders. Mrs. Bell and Ms. Mattei commented they had received a good reaction from the staff about the meeting and presentation.

**Negotiations Committee:** Discussion on the current negotiations will be discussed during Executive Session.

**Audit:** The Audit Committee did not meet.

#### **H. 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 ongoing issues still open and ongoing and any items that result from the current meeting.

Some of the items discussed were detailed invoices from RBC for technical work for the last fiscal year, replacement carpeting, additional information from the architects for ADA compliance work on the bathrooms, Children’s Department performance appraisals, and consulting with O&R regarding lighting in the parking lot.

#### **I. New Business**

**Next Meeting Date:** - January 23, 2017

#### **J. Director’s Report**

**Parking Lot Repairs:** The Board approved the estimate received from Curti’s Landscaping for Curb Grinding/Sidewalk Repair at a cost of four thousand two hundred and fifty dollars and no cents (\$4250.)

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

Ayes: 5

Noes: 0

Motion carried

#### **K. Public Forum**

There were no members of the public present at the meeting.

The Board recessed into Executive Session at 8:27 PM to discuss a negotiations matter on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

The Board reconvened into Public Session at 8:55 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

On motion by Michelle Mattei, seconded by Sheila O'Brien, the Board approved a motion to pay Joseph Modafferi, the Library's Accountant, an honorarium of two thousand dollars and no cents (\$2000) for his participation and assistance with the contract negotiations with the Nanuet Library Staff Association.

Ayes: 5                      Noes: 0                      Motion carried

No other business appearing, the Board adjourned the meeting at 8:57 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

Respectfully submitted,

Marta Russell  
Clerk to the Board of Trustees  
NANUET PUBLIC LIBRARY

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