

**MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 2/27/ 2017**

**Members Present:** Daniel Lombardo, Michelle Mattei, Sheila O'Brien, Paul Dublanyk, Scott Walters (7:02 PM)

**Members Absent:** None

**Others Present:** Gretchen Bell - Library Director  
Joseph Modafferi  
Howard Heffler  
Marta Russell  
Chris Titze – Tourne Group  
Bob Panzera – RBC Networks, LLC

**AGENDA**

- Pledge of Allegiance
- A. Roll Call - Approval of Minutes
- B. Public Forum
- C. Long Range Planning – Chris Titze
- D. Approval of Warrants
- E. Financial Reports
- F. Personnel
- G. Sub-Committee Reports
- H. Old Business
- I. New Business
- J. Director's Report
- I. 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 January 27, 2017, with the following addition, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Page 5, Item I: *EBSCO: Ebsco, a leading provider of research databases, e-journals, magazine subscription, e-books and discovery services for the academic, medical and corporate world, is offering free charging stations to libraries to be sponsored by local businesses. Mrs. Bell mentioned that many libraries are taking the service. The Board requested Mrs. Bell request a copy of the contracts other libraries have with them.*

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. Long Term Planning: Chris Titze, Tourne Group**

Chris Titze from the Tourne Group gave a lengthy status report regarding the Library's Long Term Planning Project. He discussed the Project Purpose, Work Plan, Findings and Conclusions, Strategic Plan, Goals, Opportunities, Strategies and Next Steps. He spoke about what he has learned about the public's wishes, commenting that the public wants to be part of the program. The next step is the Open House Meetings which will be held March 25<sup>th</sup> and 28<sup>th</sup>, 2017, from 1-4 PM and 6-9 PM. The meetings will be advertised widely, i.e. postcard mailing, newsletter, Facebook page, email, etc.

Scott Walters joined the meeting during the presentation (7:05 PM).

**D. Approval of Warrants**

Warrant #7A dated January, 2017, was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

Warrant #8 dated February, 2017, was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

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

- BMJ Solutions – Poster Printer Repair
- Curiositas, Inc. – Program Presenter
- Nanuet Middle School – Yearbook Ad
- Quality Elevator Inspection – Annual Elevator Inspection
- Smart Family Fitness – Program Presenter

**Pre-Approval of Payments:**

On motion by Michelle Mattei, seconded by Sheila O'Brien, the following March, 2017 program invoices were pre-approved:

15-Mar	Judy Jasinki	Resolution-YOGA! Jan-Mar, 8@\$50	\$400.00	
18-Mar	Kurt Gallagher	Mr. Kurt in Concert	\$175.00	
20-Mar	Lisa Forman	Monday Munchies	\$250.00	*
21-Mar	Linda Newman	Knit Club – (Qtrly. Honorarium)	\$150.00	
25-Mar	Lisa Forman	Kids Cook!	\$250.00	*
30-Mar	Fran Roesemann	Baby Sign Lang ( 4 Sess @\$125. ea)	\$500.00	
			*plus	
			supplies	

**TOTAL ALL PROGRAMS**

**\$1725.00**

Ayes: 5

Noes: 0

Motion carried

Payments will be made after the programs are completed.

**E. Financial Reports**

**Accountant’s Report:**

The Board approved the Accountant’s Report dated January, 2017, as submitted by the Library’s Accountant, Joseph Modafferi, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 5

Noes: 0

Motion carried

Mr. Modafferi stated that in presenting the financial statements for January 2017, the cash balances are in agreement with the Treasurer’s report.

**Treasurer’s Report:**

The Board approved the Treasurer’s Report dated December 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

The Board approved the Treasurer’s Report dated January 1 – 31, 2017, 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 we have now received two million, eight hundred sixteen, and eighty four dollars (\$2,816,084) of our tax dollars which represents 98.5% of our total taxes. The balance should be paid in April by the County.

He also reported he has been in contact with the bank regarding the service charges we were assessed. They advised him that those charges in the amount of five hundred ninety five dollars (\$595.) will be reversed in two steps probably, in March and April, 2016.

**F. Personnel Report**

There were no personnel changes in February, 2017.

**G. Sub-Committee Reports**

**Long Term Planning:** The Board commented that the Long Term Planning presentation had been very good and covered all issues currently on the table.

**Policy Committee:** Ms. O’Brien reported the Committee had been unable to meet; however, she had spoken to the attorneys regarding some of the questions they had. The Committee will meet and report back to the Board at the next regular meeting.

**Contract Committee:** The Committee met with Bob Panzera of RBC Network, LLC. Ms. Mattei reported that it was determined we install three (3) new Wi-Fi access Points along with a new Internet Router, which has been done. The Committee held a lengthy discussion regarding how to use the IT

technicians' services. The Library has moved from a pro-active support of the patron computers to a reactive support of those computers.

The Committee also reviewed the letter of understanding put in place between the Library and RBC Network, LLC when we contracted for their services. Mr. Lombardo commented there should be a discussion on the matter of a contract between RBC and the Library Board.

**Safety and Security Committee:** The Committee did not meet. However, the Board received a copy of a revised Library Fire Alarm Procedure. Mrs. Bell advised that BOCES was unable to hold the fire drill which was scheduled for February 27, 2017 because we were not able to activate the fire alarm in the building. The fire drill will be rescheduled.

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

**Negotiations Committee:** The Negotiations Committee did not meet. However, Mr. Lombardo noted that since the contract is retroactive from July 2015 to June 2018, it would be wise for the Board to study the current contract and meet with the attorney in preparation for the next contract. This should expedite the next round of negotiations. Mr. Modafferi requested Mrs. Bell be part of the committee.

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

Some of the items discussed at length were construction grants, contacting Gisolfi Associates regarding the ADA compliance project, open policies, additional discussions regarding RBC Network.

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

**Next Meeting Date:** The Board determined that the next regular meeting of the Board of Trustees will be held on March 27, 2017 at 6:30 PM in the Library.

**Notary Public:** Mrs. Bell reported that there had been an incident between a library employee and a patron who requested to have a document that had been previously signed notarized. Due to the fact the document had already been signed, our employee could not legally notarize it and patron became very abusive.

After a lengthy discussion, 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 approve discontinuing Notary Public services to the public.**

Ayes: 5

Noes: 0

Motion carried.

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

**Exterior Lighting:** A representative from O&R will be at the library next week to make a recommendation as to adding additional lights to the poles that have only one light now.

**2016 Annual Report:** The Board received a copy of the 2016 Annual Report and approved it on motion by Michelle Mattei, seconded by Sheila O'Brien:

**RESOLVED,**            **That the Nanuet Public Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2016 Annual Report was reviewed and accepted by the Board.**

Ayes: 5                      Noes: 0                      Motion carried

**Obsolete Equipment:** The Board approved the following two (2) resolutions on motion by Michelle Mattei, seconded by Sheila O'Brien:

**RESOLVED,**            **That the Nanuet Public Library Board of Trustees declares the following equipment obsolete:**

- 1. 1 - Kodak Carousel Projector 4400**
  - 2. 5 – Carousel Slide Trays**
  - 3. 1 – Overhead Projector**
- The equipment has been given to the Valley Cottage Library.**

Ayes: 5                      Noes: 0                      Motion carried

**RESOLVED,**            **That the Nanuet Public Library Board of Trustees declares the following equipment obsolete:**

- 1. 2 –DVD/video players (not working)**
  - 2 8 – Stage Lighting Canisters**
- This equipment will be disposed of in the best possible manner.**

Ayes: 5                      Noes: 0                      Motion carried

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

Ayes: 5                      Noes: 0                      Motion carried

**K.    Public Forum**

At this time, Bob Panzera of RBC, LLC, the Library's Technology Contractor, who was present at the meeting, requested the Board go over the various functions his company does for the Library and give him their approval to continue completing the projects.

The Board recessed into Executive Session at 9:34PM, to discuss a personnel matter, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

The Board reconvened into Public Session at 10:09 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5

Noes: 0

Motion carried

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

**RESOLVED, That the Nanuet Public Library Board of Trustees approves the salary recommendations for the Library's Part-Time Staff, as submitted by Joseph Modafferi, the Library's Accountant.**

Ayes: 5

Noes: 0

Motion carried

No other business appearing, the Board adjourned the meeting at 10:10 PM, on motion by Scott Walters, seconded by Sheila O'Brien.

Ayes: 5

Noes: 0

Motion carried

Respectfully submitted,

Marta Russell  
**Board Clerk**  
**Nanuet Public Library Board of Trustees**

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