

MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 3/26/ 2018

Members Present: Daniel Lombardo, Michelle Mattei, Sheila O'Brien, Paul Dublanyk,
Jean Cappiello

Members Absent: None

Others Present: Gretchen Bell - Library Director
Joseph Modafferi
Marta Russell
Howard Heffler
Jason Mazzaro
Robert Manea

AGENDA

- Pledge of Allegiance
- A. Roll Call - Approval of Minutes
- B. Public Forum
- C. Tech Spectrum Reps
- 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

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 February 26, 2018, with the following deletion, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Deletion (): Page 2 Approval of Warrants

Warrant #8 dated February, 2018 was submitted to the Board for approval and was (t) approved...

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 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. Tech Spectrum

Jason Mazzaro and Robert Manea of Tech Spectrum, the Library’s Internet Technology (IT) Advisors, met with the Board to discuss the work they have done to date on the Library’s IT system and to advise them on some long term projects that must be dealt with to bring the Library’s Internet up to date: i.e. rewiring, new equipment, updating software, redesigning the website, etc. Of primary importance is the rewiring of the entire system in the building. Mr. Mazzaro presented the Board with a proposal from TKM Installations which outlines the steps of the wiring project. The Board held a lengthy discussion regarding the work and the anticipated costs involved. It was decided that it is important to start the project as soon as possible.

Mr. Modafferi, the Library’s Accountant advised the Board that a budget appropriation of funds would be necessary in the 2017-18 budget to meet the expenses involved. The Board approved the following budget transfer be made on motion by Michelle Mattei, seconded by Sheila O’Brien.

APPROPRIATE FROM:		APPROPRIATE TO:	
Fund Balance	\$50,000	Technical Support	\$50,000
Ayes: 5	Noes: 0	Motion approved	

The Board approved the following resolution on motion by Michelle Mattei, seconded by Paul Dublanyk:

RESOLVED, That the Nanuet Public Library Board of Trustees accepts the proposal from TKM Installation Services for the rewiring of the Library’s Internet System as submitted, for a cost of twenty six thousand dollars (\$26,000).

Ayes: 5 Noes: 0 Motion carried

It is anticipated that there will be no downtime in the Library Building during the period of the rewiring.

D. Approval of Warrants

Warrant #9 dated March 2018, was approved on motion by Michelle Mattei, seconded by Paul Dublanyk

Ayes: 5 Noes: 0 Motion carried

New Vendors – The following vendors were added to QuickBooks:

- Bricks 4 Kidz – Program Presenter
- C.O.D. Wholesale – Program Supplies
- Pat McCarthy – Program Presenter
- Mid-Hudson Children’s Museum – Museum Membership
- Tech Spectrum - IT Consultants

Pre-Approval of Payments:

On motion by Michelle Mattei, seconded by Sheila O’Brien, the following March 2018 program invoices were pre-approved:

28-March	Janis Kowalski	Make Your Vision a Reality	\$150.
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TOTAL \$150.

Ayes: 5 Noes: 0 Motion carried

On motion by Michelle Mattei, seconded by Sheila O'Brien, the following April 2018 program invoices were pre-approved:

7-April	Fran Roesemann	Music with Miss Fran	\$125.
17-April	Fran Roesemann	Baby Sign Language	
		3@\$125	375.
24-April	Lisa LaCava	What is Reiki	150.
28-April	Sarah Northshield	Silly Stories w/Miss Sarah	125.
30-April	Elyse Stoller	Learn to play Chess	
		4@\$65	260.
		TOTAL	\$1,035

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 for February, 2018 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

On request by Mr. Modafferi, the Board approved the following budget transfer on motion by Michelle Mattei, seconded by Sheila O'Brien:

Transfer from:		Transfer to:	
Contingency	\$2000.	Tuition and Conference	\$2,000.
		TOTAL	\$2,000.

Ayes: 5 Noes: 0 Motion carried

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 Treasurer's Report dated February 1 – 28, 2018, was approved 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

Mr. Heffler noted that it had been a very quiet month. He also noted that he was voiding two (2) uncashed checks from the year 2017.

Proposed 2017-18 Budget

Joseph Modafferi, the Library's Accountant presented the Board with a tentative budget for the 2018-19 fiscal year.

Mr. Modafferri reviewed the proposed budget line by line and responded to various questions posed by the Board. Mr. Modafferri requested a meeting in Executive Session to discuss the payroll allocations. Mr. Modafferri noted the total budget is below the State Tax cap.

F. Personnel

The Board approved the following new hire on motion by Michelle Mattei, seconded by Paul Dublanyk:

March 19, 2018 – Olga Bell – Librarian Sub

Ayes: 5 Noes: 0 Motion carried

G. Sub-Committee Reports

Long-Term Planning: The Committee did not meet.

Policy: The Policy Committee will be meeting on Wednesday, March 28, 2018.

Contract Committee: The Committee did not meet.

Safety and Security – The Committee is still discussing the draft of the Disaster Plan submitted by Mrs. Bell.

Audit Committee – The Audit Committee meeting is pending the receipt of the Audit just completed.

Negotiations Committee – The Negotiations Sub-Committee is meeting on April 9, 2018 to review questions from the Association. The Sub-Committee will then meet with the Association on April 24, 2018.

H. Director’s Report

Buildings and Grounds: We have received the preliminary plans for the ADA bathroom. We are anticipating some minor changes in those plans which we are submitting to the Architect,

Trash Removal: We have received a new five-year service agreement from Donato Marangi for trash removal. They have agreed to the previous pricing of pick up twice per week of four hundred and twenty five dollars (\$425) per month plus a fuel surcharge of fifty five dollars and twenty five cents (\$55.25) per month.

Mrs. Bell noted that proposals were sent to two (2) additional carting companies, however, we did not receive any responses from them.

The Board approved the five-service agreement to Donato Marangi Carting as submitted, on motion by Paul Dublanyk, seconded by Michelle Mattei.

Ayes: 5 Noes: 0 Motion carried

Ivy Removal: We received three proposals for the removal of the ivy in the back of the library...Majestic Lawn Care: twelve hundred dollars (\$1200), D&D Landscaping: twenty one hundred dollars (\$2,100) and Curti’s Landscaping: two thousand nine hundred eighty five (\$2,985).

The Board approved the proposal from Majestic Lawn Care and Landscape, Inc. as submitted, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 5 Noes: 0 Motion carried

Steps between the Library and the School District: Several proposals were sent out for the replacement of the steps in the back of the Library which go up to the NUFSD Middle School driveway. One the contractor does not deal in concrete and we have not received responses from any other contractor. We did receive quotes from Curti's Landscaping and Belleville Landscaping which the Board reviewed.

The Board approved the proposal from Belleville Landscaping Inc. in the amount of twenty two thousand eight hundred and ninety-five dollars (\$22,895) on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Mrs.Bell noted that Belleville Landscaping was recommended by the NUFSD and their proposal is based on prevailing wage.

On request by Mr. Modafferi, the Board approved the following budget transfer on motion by Michelle Mattei, seconded by Sheila O'Brien:

Appropriation from:		Appropriation to:	
Fund Balance	\$22,000.	Repairs and Maintenance	\$22,000.
		TOTAL	\$22,000.

Ayes: 5 Noes: 0 Motion carried

Ground Maintenance for April 2018 - November 2018: We received two quotes for Ground Maintenance for the period of April 2018 to November 2018. Curti's Landscaping's proposal was for seven hundred and seventy five (\$775) per month. Majestic Lawn Care's proposal was for seven hundred and fifty dollars (\$750) per month.

The Board approved the proposal from Majestic Lawn Care Inc. in the amount of seven hundred and fifty dollars (\$750) per month on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5 Noes: 0 Motion carried

Elevator: The Board received the minutes of the first meeting regarding the replacement of a new elevator in the Library Building. Present at the meeting were Mrs. Bell and various Library Staff Members, representatives from Savin Engineers, PC and BGA Consulting Engineers. The meeting was called to coordinate the necessary documentation, applications and requirements for the project. Another meeting will be scheduled to continue the process.

Budget Flyer: Mrs. Bell provided the Board with a copy of Budget Flyer which was sent to the public last year and asked them to review and make any suggestions they may have for the 2018-19 Budget Flyer.

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

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.

Specific items discussed were the recommendation from Tech Spectrum, mailing of the 2018-19 Budget Brochure, and approval of various proposals for necessary work to be done in the building.

J. New Meeting Date

Next Meeting Date – The next regular Board Meeting of the Nanuet Public Library Board of Trustees will be held on April 23, 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 8:50 PM to go into Executive Session to discuss a personnel issue, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 5 Noes: 0 Motion carried

The Board reconvened into Public Session at 8:54 PM, on motion by Sheila O'Brien, seconded by Paul Dublanyk.

Ayes: 5 Noes: 0 Motion carried

The Board approved the Nanuet Public Library Tentative Budget for 2018-2019 as submitted by Mr. Joseph Modafferi, on motion by Sheila O'Brien, seconded by Paul Dublanyk.

Ayes: 5 Noes: 0 Motion carried

No other business appearing, the Board adjourned the meeting at 8:58 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Respectfully submitted,

Marta Russell
Clerk to the Board of Trustees
Nanuet Public Library

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