

**MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 4/23/ 2018**

**Members Present:** Daniel Lombardo, Sheila O’Brien, Paul Dublanyk, Jean Cappiello

**Members Absent:** Michelle Mattei

**Others Present:** Gretchen Bell - Library Director  
Joseph Modafferi  
Marta Russell  
Howard Heffler

**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. Director’s Report
- H. Old Business
- I. New Business
- 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 Regular Meeting held on March 26 2018, on motion by Sheila O’Brien, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the minutes of the Special Meeting held on April 9 2018, on motion by Sheila O’Brien, seconded by Paul Dublanyk.

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. Approval of Warrants**

Warrant #10 dated April 2018, was approved on motion by Sheila O’Brien, and seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

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

Kanopy – Pay per Use Movie Database  
PROGRAMS by PEASELYSE – Program Presenter  
Vanguard OD – Patron ID Cards

**Pre-Approval of Payments:**

On motion by Sheila O’Brien, seconded by Paul Dublanyk, the following May 2018 program invoices were pre-approved:

2-May	Carol Kepler	Fall for Watercolor	\$300.00
4-May	Moon River Music	Music with Miss Catherine	255.00
5-May	Fran Roesemann	Music and Movement	
		w/Miss Fran	125.00
8-May	Joyce Schenkman	Spanish Together	
		(4@ \$130)	520.00
8-May	Joyce Schenkman	Conversational Spanish	180.00
9-May	Party by Lisa	Flower Cake	125.00
22-May	Valerie Weisler	From Rockland Roots to	
		Global Movement	250.00
30-May	Barbara Dorfman	Beginner Bridge	
		(8@\$50)	400.00
		<b>TOTAL</b>	<b>\$1755.00</b>

Ayes: 4                      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 March 31, 2018, as submitted by the Library’s Accountant, Joseph Modafferi, on motion by Paul Dublanyk, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

On request by Mr. Modafferi, the Board approved the following budget transfer on motion by Paul Dublanyk, seconded by Sheila O’Brien:

<b>Transfer from:</b>		<b>Transfer to:</b>	
Books -	\$500.00	Travel -	\$500.00



The Board accepted proposed revisions for the following policies:

1. Museum Passes
2. Use of Community Room
3. Homebound Delivery

The first readings for those policies will be held after the Committee makes the suggested changes.

The Board approved the First Reading of the Wireless **Access** policy on motion by Paul Dublanyk, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

The Board also discussed changes in the **By-Laws of the Board of Trustees of the Nanuet Public Library**. Those changes will also be presented at the next meeting of the Board of Trustees.

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

**Safety and Security Committee:** The Committee did not meet. They are in the process of reviewing the draft of the DR policy submitted by Mrs. Bell.

**Audit Committee:** The committee is still waiting for the final results of the audit just completed.

**Negotiations Committee:** The Committee is meeting with the Association Representatives on Tuesday, April 24, 2018 at 5:15 PM.

#### **G. Director's Report**

**Outdoors Steps:** The proposal for the reconstruction of the outdoor stairs between the School District driveway and the library parking lot submitted by Bellville Landscaping was sent to our attorney, Randy Braun for review. Mr. Braun returned a lengthy revision of the proposal which after discussion by the Board was found to be inappropriate for the size of the project. The Board held a lengthy discussion about the pros and cons of replacing the steps and it was decided to remove the steps and seed and rebuild the area as part of the lawn between the two buildings. The Board will discuss their decision with the school district.

**ADA Bathroom:** After receiving the final plans for the proposed ADA compliant bathroom, it has been noted that the size of the construction as outlined in the plans will have serious impact on the size of the storytelling room. Because the room is used for various programs by many groups, i.e. Middle School Students, quilting groups, books clubs, Pre-K set, chess, and the Board Meetings, a reduction in size would create a space problem. After a lengthy discussion, the Board feels the whole library building should be studied to see if the bathroom should be installed in another location, if possible where other plumbing connections exist.

**Memorial Bench:** Mrs. Bell advised that we have received a request to place another memorial bench in front of the library. She advised that there is still room for one more bench in that location. The Board expressed approval for the project.

**Parking Lot:** After many reviews and study of the area, it is obvious that the parking lot would require total repaving. The Board requested a professional assessment by a civil engineer.

**Grants:** Mrs. Bell has sent a grant application to Senator Carlucci citing the various needs and upgrades necessary to be done in the Library. She will set a date to meet with Senator Carlucci.

**Elevator:** After studying the three options submitted by ThyssenKrupp and a spread sheet from Savin Engineers summarizing the differences, the Board opted for the mid-tier modernization. The next step is the preparation of the bid specifications for publication.

**TechSpectrum:** TechSpectrum has submitted an estimate for the purchase of the equipment to complete the wiring project for the Library’s computer system. It was suggested that it be researched whether any of the equipment can be purchased through a New York State Contract agreement, possibly at a lower price, and that a third wiring option be obtained.

**Obsolete Material:** On motion by Sheila O’Brien, seconded by Paul Dublanyk, the Board declared the following as obsolete:

- 1 – six-foot folding table
- 2 – card tables
- 3 – plastic chairs with wooden frames
- 4 – metal folding chairs
- 1 – wooden children’s bench
- 1 – wooden magazine rack
- 4 – Dell Optiplex 580 computers
- 1 – microfiche cabinet (donated to the Monticello Historical Society)
- 2 – microfiche cabinets (donated to the Historical Society of the Palisades Interstate Park Region)

All items to be disposed of properly.

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the Director’ Report dated April 23, 2018, as submitted by Mrs. Bell, on motion by Sheila O’Brien, seconded by Paul Dublanyk.

Ayes: 4                      Noes: 0                      Motion carried

**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.

Specific items discussed were the revised policies submitted by the policy committee, the mailing of the 2018-19 Budget Brochure, disposal of obsolete materials and equipment etc.

**I New Business**

**Next Meeting Date:** Due to the next scheduled date for the Board Meeting falling on Memorial Day May 28, 2018, the Board set a tentative date of June 4, 2018 for the next meeting.

**J. Public Forum**

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

The Board recessed into Executive Session at 8:24 PM to discuss a personnel issue, on motion by Paul Dublanyk, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

The Board reconvened into Public Session at 8:31 PM, on motion by Sheila O'Brien, seconded by Paul Dublanyk.

Ayes: 4

Noes: 0

Motion carried

No other business appearing, the Board adjourned the meeting at 8:32 PM, on motion by Paul Dublanyk, seconded by Sheila O'Brien.

Ayes: 4

Noes: 0

Motion carried

Respectfully submitted,

Marta Russell  
District Clerk  
BOARD OF TRUSTEES  
NANUET PUBLIC LIBRARY

BR