

**MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 4/24/ 2017**

**Members Present:** Daniel Lombardo, Michelle Mattei, Sheila O'Brien, Paul Dublanyk, Scott Walters (7:20 PM)

**Members Absent:** None

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

**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 meeting held on March 27, 2017 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. Approval of Warrants**

Warrant #10 dated April, 2017 was postponed due to the illness of the Senior Account Clerk, Mary Heffler, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

The following reports were also not submitted due to the absence of Mrs. Mary Heffler:

- New Vendors
- Early Approval Payments

**D. Financial Reports**

**Accountant's Report:**

The Board approved the Accountant's Report dated February 28, 2017 as submitted by Joseph Modafferi, the Library's Accountant, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the Accountant's Report dated March 31, 2017 as submitted by Joseph Modafferi, the Library's Accountant, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

Mr. Modafferi stated that in presenting the financial statements for February, 2017 and March, 2017, the cash balances are in agreement with the Treasurer's report.

**Treasurer's Report:**

The Board approved the Treasurer's Report dated February 1- 28, 2017 as submitted by Howard Heffler, the Library's Treasurer, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the Treasurer's Report dated March 1- 31, 2017 as submitted by Howard Heffler, the Library's Treasurer, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

Mr. Heffler commented he is still working with the bank regarding the service charge balance of one hundred ninety eight dollars and thirty nine cents (\$198.39) still due to the Library.

Mr. Heffler also reported that he had notice from the School District that we have received the final payment of our taxes, and we are now whole. This will be reflected in the April, 2017 Treasurer's Report.

**E. Personnel**

There were no personnel changes this month.

**F. Sub-Committee Reports**

**Long Term Planning:** Two open houses were held on March 25, 2017 and March 28, 2017. Unfortunately attendance was poor. Chris Titze of the Tourne Group hopes to have the final report of the Long Term Planning Committee ready for the May, 2017 Board of Trustees meeting. In addition he

hopes to have a draft of the plan available prior to the May 22 Board meeting so the Board Members can study it,

**Policy Committee:** The following three (3) policies were submitted to the Board for approval by the Policy Committee:

**Policy on Use of the Storytelling Room:** The Board approved the Policy Governing Use of the Storytelling Room, with the changes noted, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Policy on Use of the Children's Room:** The Board approved the Policy on Use of the Children's Room on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Policy on Unattended or Disruptive Children:** The Board approved the Policy on Unattended or Disruptive Children on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

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

**Safety & Security Committee:** The Safety and Security Committee did not meet. The fire drill was held by Reddi-Alarm on April 18.

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

**Negotiations Committee:** The Negotiations Committee did not meet. However, on request by Joseph Modafferi, a meeting date for the Committee was set for Tuesday, May 16, 2017 at 6:30 PM. Attendees will be Daniel Lombardo, Joseph Modafferi, Michelle Mattei, and Gretchen Bell.

**G. Director's Report**

**Bathrooms:** An architectural designer from Gisolfi Associates came and took the measurements for the family bathroom. We are awaiting the drawings.

**Outdoor Steps:** A staff member from Jeanne Marie Gardens is making arrangements with their contractors for the installation of cement steps with two railings. The steps are being donated as a two thousand dollars (\$2000.) gift in honor of a patron.

Mrs. Bell and Jeanne Marie Gardens staff have been in contact with Rudy Villianyi, Superintendent of Buildings and Grounds at the Nanuet Schools, regarding this project.

**Computuners:** Representatives from Computuners were at the library on April 7, 2017 and April 14, 2017. We have not received any information from them as yet.

**Insurance:** We have received the revised Revaluation Report of Insurance Values dated November 1, 2017, from Industrial Appraisal.

**Incidents:** We had two (2) falling incidents which were reported to Safe Harbour, our Insurance Broker.

The Board approved the Director's Report dated April 24, 2017, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

Mr. Walters joined the meeting at this time (7:20PM)

**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.

Items discussed were: New positions approved by Civil Service, arrangements to be made to set up an annual fire drill in the building, sending links from other libraries regarding "disaster recovery" to the Board members.

**I. New Business**

**Next Meeting Date** – The Board confirmed that the next regular meeting of the Nanuet Public Library Board of Trustees will be held on May 22, 2017 at 6:30 PM.

Mrs. Bell was requested to have a black garbage can that has been placed at the top of the driveway taken away.

The Board recessed into Executive Session at 7:45 PM, to discuss a personnel issue on motion by Michelle Mattei, seconded by Sheila O'Brien

Ayes: 5                      Noes: 0                      Motion carried

The Board reconvened into Public Session at 8:16 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

No other business appearing, the Board adjourned the meeting at 8:17 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  
Nanuet Public Library Board of Trustees

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