

**MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD JUNE 19, 2017**

**Members Present:** Daniel Lombardo, Michelle Mattei, Sheila O’Brien, Paul Dublanyk

**Members Absent:** Scott Walters

**Others Present:** Gretchen Bell - Library Director  
Joseph Modafferi – Accountant

**Others Absent:** Marta Russell – Clerk to the Board  
Howard Heffler – Treasurer

**AGENDA**

- Pledge of Allegiance
- A.** Roll Call - Approval of Minutes
- B.** Public Forum
- C.** Approval of Warrants
- D.** Insurance Review
- E.** Financial Reports
- F.** Certification of Vote – 2017-18
- G.** Personnel
- H.** Sub-Committee Reports
- I.** Director’s Report
- J.** Old Business
- K.** New Business
- L.** 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 May 22, 2017 meeting 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.*

No member of the public chose to speak.

**C. Approval of Warrants**

Warrant #11A dated May, 2017 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

Warrant #12 dated June, 2017 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

**New Vendors:** The following new vendors were added to QuickBooks in June, 2017.

- Barbara Dorfman – Program Presenter
- MaryLee McGoorty – Program Presenter
- Jeanne Morley – Employee (mileage)

**Pre-Approval of payments:**

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

11- Jul	Theatre Works Productions	Mixed Up Fairytale (2 perf)	\$900.00
13-Jul	Party by Lisa	Creative Collage	225.00
20-Jul	Kurt Gallagher	Evening Concerts w/ Mr. Kurt 3 @ \$175	525.00
27-Jul	Fran Roesemann	Musical Mornings with Miss Fran 2@ \$125	250.00
27-Jul	Kit's Interactive Theatre	Grace the Irish Pirate	500.00
1-Aug	Youth Stages	Mother Goose Playhouse	255.80
1-Aug	Party by Lisa	Print Making	225.00
3-Aug	Jason Reilly	Frogs, Bugs & Animals – (2 perf)	575.00
4-Aug	Philip Cross	Tai-Chi	210.00
5-Aug	Back to Rock	Rock n Roll Saturday	125.00
8-Aug	Fran Roesemann	Musical Mornings with Miss Fran	125.00
10-Aug	Kurt Gallagher	Mr. Kurt in Concert	175.00
18-Aug	Tanglewood Marionettes	Fairy Circus - (2 perf)	1111.00
		Total All Programs	\$5201.80

Ayes: 4                      Noes: 0                      Motion carried

Payment will be made after the programs are completed.

**D. Sheldon Horowitz- Safe Harbor Insurance**

At this time, Mr. Sheldon Horowitz from Safe Harbor Insurance made a presentation reviewing the insurance coverage the Library currently carries that is due for renewal in September, 2017. Items discussed were property, liability, worker's compensation and directors & officers/employment practices insurance. The Board also asked about wind and storm damage, flood coverage and cyber liability. After the discussion the Board asked Mrs. Bell to file an application for cyber coverage. Also discussed at length was the New York State's Paid Family Leave (PFL) program which becomes effective January 1, 2018. The Board received written information regarding the program for them to study.

The Board thanked Mr. Horowitz for his presentation, and he replied that should any board member have any other questions, they should feel free to contact him.

**E. Financials**

**Accountant's Report:**

The Board approved postponing the May, 2017 Accountant's Report due to the fact that the bank statements did not arrive in time to prepare the financial reports, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Treasurer's Report:**

Although Howard Heffler, the Library's Treasurer, was not present, the Board approved postponing the May, 2017 Treasurer's Report due to the fact that the bank statements did not arrive in time to prepare the financial reports, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

**F Certification of Vote: 2017 -18**

Due to the absence of the Board Clerk, Marta Russell, the Board was unsure of what action should be taken for the Certification of the 2017-18 Vote. After a discussion they decided to accept the Certification as provided and if a resolution is necessary, it will be passed after Mrs. Russell clarifies the issue at the next Board Meeting.

**G. Personnel**

The Board noted that the resignation letter submitted by Julie Marallo, Librarian II Adult Services, effective June 16, 2017 was approved at the May, 11, 2017 Board meeting.

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 approves the following new hire effective June 9, 2017:**

**Lori Salotto – Sub Librarian – Adult Services**

Ayes: 4                      Noes: 0                      Motion carried

Subsequent to the approval of the hiring of Lori Salotto effective June 9, 2017, the Board approved the following provisional position for Ms. Salotto, effective July 5, 2017, on motion by Michelle Mattei, seconded by Sheila O'Brien:

**RESOLVED,                      That the Board of Trustees of the Nanuet Public Library approves the following provisional appointment at \$65,314.82, effective July 5, 2017:**

**Lori Salotto – Librarian I – Adult Services FT**

Ayes: 4                      Noes: 0                      Motion carried

## **H. Sub-Committee Reports**

**Long Term Planning:** The Long Term Planning Committee did not meet as the final draft was not finished. Mrs. Bell commented that she had met briefly Chris Titze of the Tourne Group who said he hoped to have the final draft of the Long Term Planning document prior to the July 24, 2017 meeting.

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

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

**Safety and Security Committee:** The Safety and Security Committee did not meet. Mrs. Bell noted that she is reviewing the Disaster Plans from other libraries and will submit a resume to the Board as soon as she has completed the review.

**Audit Committee:** The Audit Committee did not meet. We anticipate the 2015-16 audit will begin in September.

The Board requested a Request for Proposal (RFP) be sent out for proposals from other Certified Public Accountants (CPAs).

**Negotiations Committee:** The Negotiations Committee did not meet. However, the Committee will meet on July 17, 2017 at 6:30 to discuss notes they have taken and comments and information received from the attorney.

## **I. Director's Report**

**Buildings and Grounds:** We have been advised that the public bathroom doors which need adjustment are too old to just be adjusted. We will investigate replacing the hardware on the doors.

**Elevator:** The elevator has been out of order several times. It is so old it has been difficult to repair. Mrs. Bell has called Liberty Elevator for a price quotation. It was suggested we contact Gisolfi Associates to draw up the specifications for a new elevator. The Board asked Mrs. Bell if we would be eligible to file for a state grant for the elevator project. It was decided it was worth a try to file for a state grant.

**HVAC:** Following the May 29, 2017 checkup Air Kool recommended cleaning the coils on all the units. The cost of cleaning them is two thousand six hundred sixty eight dollars and twenty two cents (\$2668.22). The work will be done on June 20, 2017.

**Outside Lighting:** With reference to the problems we are having with our outside lighting, we are going to call an electrician, possibly Rockland Electric.

**Bathroom Project:** In reply to a question as to the progress of the bathroom project being done by Gisolfi Associates, Mrs. Bell replied there is no update on the project.

**Memorial Stairs:** The outdoor stairs between the school and the library are being replaced in part by Andrea Karcher in honor of her father. The estimate we have received is for five thousand dollars and no cents (\$5000) without railings. Mrs. Bell is seeking more estimates.

**Personnel:** Mrs.Bell submitted the following personnel position and salaries for the Board’s approval:

**Angela Krajcar:** Promotion to Librarian II, Head of Adult and Technical Services  
\$76,494.37 – effective June 16, 2017

Approved on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Lauren Banks:** Promotion to Librarian II, Children’s Services from Librarian I, Children’s Service  
\$85,496.85 – effective July 1, 2017

Approved on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Raul Citron:** Library Assistant PT  
\$26.29 per hour – starting date to be determined

Approved on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Technology:**

The Board reviewed the day to day activity report as submitted by Bob Panzera of RP Networks.

The Board approved the Director’s Report as submitted by Gretchen Bell, Director of the Nanuet Public Library, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

**J. 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: applying for a construction grant, lighting in the parking lot, evacuation process, lack of submission of monthly billing from Bob Panzera, etc.

**Tree:** A tree in the back of the library has to be taken down. We have received a quote from O’Sullivan’s Tree Service of one thousand dollars (\$1000) to remove the damaged tree plus other smaller trees.

**Shed:** Mrs. Bell advised that she has spoken to our head custodian about the shed in the back of the library, and he advised that it is being emptied.

**K. New Business:**

**Next Meeting Date:** The Board confirmed the next meeting date as Monday, July 24, 2017 at 6:30 PM, in the Nanuet Public Library.

**L. Public Forum**

There were no members of the public present.

No other business appearing, the Board adjourned the meeting at 9:00 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4

Noes: 0

Motion carried

Respectfully submitted,

Marta Russell

Clerk to the Board of Trustees

**NANUET PUBLIC LIBRARY**

(Minutes prepared from a recording of the meeting)

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