

**MINUTES OF THE REORGANIZATION BOARD OF TRUSTEES MEETING HELD JULY 23, 2018**

**Members Present:** Daniel Lombardo (6:50PM), Michelle Mattei, Sheila O'Brien,

**Members Absent:** Jean Cappiello

**Others Present:** Gretchen Bell - Library Director  
Joseph Modafferri – Library Accountant  
Howard Heffler - Library Treasurer  
Marta Russell - Board Clerk  
Amy Andrews – Trustee-Elect

**AGENDA**

- Pledge of Allegiance
- A.** Appointment of Board Clerk  
Administering Oath of Office to New Trustees
- B** Consent Reorganization Agenda
- C.** Public Forum
- D.** Approval of Minutes
- E.** Approval of Warrants
- F** Financial Reports
- 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 Michelle Mattei, Vice-President of the Board.

**Oath of Office administered to newly elected Board Members**

Mrs. Russell, District Clerk to the Board of Trustees of the Nanuet Public Library, administered the Oath of Office to Amy Andrews, who was elected to the office of trustee on the Nanuet Public Library Board at the elections held on May 15, 2018. Ms. Andrews' term of office is for the period from July 1, 2018 to June 30, 2023. The Board welcomed Ms. Andrews to the Board of Trustees.

**A. Appointment of Board Clerk**

On motion by Sheila O'Brien, seconded by Michelle Mattei, Marta Russell was reappointed to the position of Library Board Clerk, who assumed the chair.

Ayes: 3                      Noes: 0                      Motion carried

Mr. Lombardo arrived at this time (6:50PM)

**Election of Officers**

On consensus by the members of the Board of Trustees present, it was decided to postpone the election of new officers for the coming year until all the members of the Board are present, on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 4                      Noes: 0                      Motion carried

**B. Consent Agenda – Reorganization**

The Board approved the 2018-19 Reorganization Consent Agenda, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

Mrs. Bell reviewed any new changes made to the Board Reorganization for the year 2018-19.

**C. 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.

**D. Approval of Minutes**

The Board approved the minutes of the June 25, 2018 meeting on motion by Sheila O’Brien, seconded by Amy Andrews.

Ayes: 4                      Noes: 0                      Motion carried

**E. Approval Warrants**

Warrant #1 dated July 2018, was approved on motion by Sheila O’Brien, and seconded by Amy Andrews.

Ayes: 4                      Noes: 0                      Motion carried

**Pre-Approval of Payments:** There was no request for pre-approval of payments.

**New Vendors:** Casey Carle – Program Presenter  
Gilbert Paris – Program Presenter  
JW Tumbles – Program Presenter  
Two by Two Zoo – Program Presenter

**F. Financial Reports**

**Accountant’s Report:**

The Board approved the postponement of the Accountant’s Report dated May, 2018 and June, 2018 as requested by Joseph Modafferi, the Library’s Accountant, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Treasurer’s Report:**

The Board approved the revised Treasurer’s Report dated June 1 – 30, 2018, 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

**G. Personnel**

The Board reviewed the following personnel changes made in May and June, 2018 on motion by Michelle Mattei, seconded by Sheila O'Brien:

**2 Resignations:**

May 21, 2018 –Betty Chen - Page

June 15, 2018 – Louis Antonietti – Librarian 1 (Sub)

Ayes: 4                      Noes: 0                      Motion carried

**Promotion:**

June 12, 2018 – Catalina Malagon – Promotion from Page to Student Office Worker

Ayes: 4                      Noes: 0                      Motion carried

**H. Sub-Committee Reports**

**LONG TERM PLANNING:** The Committee did not meet this month.

**POLICY COMMITTEE:** The Policy Committee met on July 18, 2018 and submitted the following policies for consideration:

**Public Library Trustee Ethics Statement** - Second reading was approved on motion by Michelle Mattei, seconded by Sheila O'Brien:

Ayes: 4                      Noes: 0                      Motion carried

**Investment Policy** – Second reading was approved with a minor change on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Internet in the Children's Room** – Second reading was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Procurement Policy** – Second reading was approved after approval of a previously discussed change, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Conduct Policy** – Discussion postponed on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

**By-Laws of the Board of Trustees of the Nanuet Public Library** – Final reading was postponed until the August meeting.

Ayes: 4                      Noes: 0                      Motion carried

The following policies were submitted for First Readings:

**Policy on Bulletin Board Usage** – First reading approved on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Program Policy** - First reading approved on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Volunteers Policy** - **First** reading approved on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Reconsideration of Library Materials** - First reading approved on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

**CONTRACT COMMITTEE:** Committee did not meet this month

**SAFETY AND SECURITY COMMITTEE:** The committee is still in the process of reviewing Mrs. Bell’s draft of the *Disaster Plan*.

**NEGOTIATIONS COMMITTEE:** The Staff Association signed the Memorandum of Agreement prepared by Randy Braun and delivered it to Daniel Lombardo. The Board received a copy of the agreement for them to study and discuss in Executive Session.

**AUDIT COMMITTEE:** Mr. Modafferri is preparing a RFP (request for proposal) for an Auditor.

**I. Director’s Report**

**Copiers:** As per the information from TechSpectrum, the new copiers were installed on July 12, 2018. The scanner will be ordered as soon as we receive the check from TechSpectrum.

**Family Bathroom:** Peter Gisolfi is working on new plans for the family bathroom to avoid taking over the much needed space in the storytelling room.

**Library Anniversary Date:** Mrs. Bell is researching the date the library was originally chartered. She will advise the Board when she has the actual date.

The Board approved the Director’s Report 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.

Specific items discussed were the revised policies submitted by the policy committee, and the ongoing problems with the family bathroom.

**Certification of 2018-19 Budget Vote**

On motion by Michelle Mattei, seconded by Sheila O'Brien, the Board certified the results of the Budget Vote for the year 2018-2019 as submitted by Andrea Dobbelaer, District Clerk of the Nanuet Union Free School District.

Ayes: 4                      Noes: 0                      Motion carried

**K. New Business**

**Next Board Meeting Date:** After a discussion, the Board approved August 20, 2018 as the date of the next Regular Nanuet Library Board of Trustees Meeting.

**L. Public Forum**

There were no members of the public present.

The Board went into Executive Session at 8:05 PM to discuss a negotiations issue on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4                      Noes: 0                      Motion carried

The Board reconvened into Public Session at 9:02 PM. 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 accepts the memorandum of agreement for the new collective bargaining agreement between the Nanuet Library Staff Association and the Nanuet Public Library.**

**Ayes: 4                      Noes: 0                      Motion carried**

No other business appearing, the Board adjourned the meeting at 9:04 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

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