

MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 8/28/17

Members Present: Daniel Lombardo, Michelle Mattei, Jean Cappiello, Paul Dublanyk

Members Absent: Sheila O'Brien

Others Present: Gretchen Bell - Library Director
Howard Heffler
Marta Russell
Pat Dudek

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 July 24, 2017 on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4 Noes: 0 Motion carried

The Board approved the minutes of the meeting held on August 3, 2017 on motion by Michelle Mattei, seconded by Jean Cappiello.

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.

Patricia Dudek, a community resident, was present and asked the Board several questions. She asked the Board about the status of the elevator and if the Board had the money in the budget to have it repaired. The Board replied they are in the process of getting a proposal. Mrs. Bell advised her that there is a capital budget for that type of expenditure.

Ms. Dudek also asked if the Friends of the Nanuet Public Library had a budget line in the Library's budget. The Board replied that they are an independent 501-C3 entity and grant money to the Library to spend as needed. She was advised that the Friends have a Treasurer on their Board who oversees their receipts and expenditures.

In reply to the condition of the equipment in the community room, they advised that the card tables and chairs are replaced on as needed basis. Mrs. Dudek commented that the tables need to be replaced.

Mrs. Dudek was also advised that the parking lot would be sealed and restriped during the Labor Day weekend when the Library will be closed.

C. Approval of Warrants

Warrant #1A dated July, 2017 was approved on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4 Noes: 0 Motion carried

Warrant #2 dated August, 2017 was approved on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4 Noes: 0 Motion carried

New Vendors: There were no new vendors added to Quicken this month.

Pre-Approval of Payments:

On motion by Michelle Mattei, seconded by Paul Dublanyk, the following September, 2017 program invoices were pre-approved:

| | | | |
|--------|----------------|-------------------------|----------|
| 14-Sep | Amy Kanarek | Jewelry-making workshop | \$200.00 |
| 18-Sep | Fran Satran | Infant Massage | 50.00* |
| 23-Sep | Fran Roesemann | Music with Miss Fran | 125.00 |
| 28-Sep | Bach to Rock | Glee Wanna Be | 85.00 |

*Honorarium

TOTAL ALL PROGRAMS **\$ 460.00**

Ayes: 4 Noes: 0 Motion carried

Payments will be made after the programs are completed.

D. Financial Reports

Accountant's Report:

The Board approved a resolution to postpone the Accountant's Report for the months of May, June and July due to Mr. Modafferi's absence, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4 Noes: 0 Motion carried

Mr. Lombardo asked Mrs. Bell to remind Mr. Modafferi of all the monthly reports that are due at the next meeting.

Treasurer's Report:

The Board approved the Treasurer's Report dated July 1-31, 2017 as submitted by Howard Heffler, the Library's Treasurer, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4 Noes: 0 Motion carried

Mr. Heffler advised the Board that the library has an adequate cash balance to cover all expenses until we start receiving our tax monies.

E. Personnel

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

**RESOLVED, That the Nanuet Library Board approves the following new hire:
Hye So Jeon – Page, effective August 25, 2017**

Ayes: 4 Noes: 0 Motion carried

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

**RESOLVED, That the Nanuet Library Board accepted the following resignations:
Brianna Giardina – Page, effective August 28, 2017
RyanTang – Page, effective August 20, 2017**

Ayes: 4 Noes: 0 Motion carried

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

**RESOLVED, That the Nanuet Library Board recognizes the following End of Employments:
August 22, 2017 – Patrice Gottfried – Librarian/Sub
Andrew Nico – Librarian/Sub
Sarah Northshield – Librarian/Sub
Mary Paloglou – Clerk/PT**

Ayes: 4 Noes: 0 Motion carried

Raul Cintron, who was approved as a new hire in July, 2017, has been assigned as: Library Assistant PT – Adult Services, effective July 31, 2017.

F. Sub-Committee Reports

Long Term Planning: Mrs. Bell and Chris Titze of the Tourne Group met to finalize specific tactics, strategies and objectives and the information was forwarded to the staff. A meeting will be scheduled as soon as possible so the staff can express their views regarding the draft of the Long Range Plan. The Sub-Committee will then meet to study their opinions.

Policy Committee: The Policy Committee did not meet this month, but expect to meet in the very near future.

Contract: The Contract Committee met to study the proposal for technical services submitted by Bob Panzera of RBC Networks. The Board expects to receive a presentation for technical services from Tech Spectrum at the next Board meeting and requested the members of the Board all receive copies of the two proposals.

Ms. Mattei spoke to the Board concerning items which at this time have not been completed by Mr. Panzera's staff.

The Contract Committee also discussed the proposals received for the replacement of the stairs leading from the library property to the Nanuet Middle School Driveway. The project is being partially funded as a memorial gift from a library user. After the discussion, Mrs. Bell was requested to have Paul Thierman, the library's custodian, measure the width of the steps to submit to the interested contractors, and make sure their proposals include concrete steps and a railing.

Safety and Security Committee: The Committee did not meet pending the receipt of additional information on Disaster Recovery being prepared by Mrs. Bell.

Audit Committee: The Committee did not meet, but requested Mrs. Bell contact Mr. Modafferi for a copy of the RFP (Request for Proposal) he plans to send out for an independent auditor.

Negotiations: Tracy Suffecool, Angela Krajcar and Madavna Valerius of the Staff Negotiations Committee are working on a proposal and expect to have it ready for the September meeting.

G. Director's Report

Buildings and Grounds

HVAC: The heating system's water pump is leaking, and Air Kool recommends it be replaced and submitted an estimate. After discussion, the Board agreed the project can wait until they receive additional information.

Mrs. Bell advised the Board that the library's carpet will be cleaned on Sunday, September 10, while we are still closed, and the windows will be washed on a date to be determined in September.

Elevator: We have sent out another request for a proposal for the modernization of the elevator. Liberty Elevator has yet to reply to our request for additional information on their proposal. Ms. Mattei requested that several elevator companies be contacted for additional estimates. We are currently expecting a proposal from Standard Elevator.

Peter Gisolfi Associates: Peter Gisolfi is interested in working with the library on modernizing the building. Mr. Gisolfi advised that a complete renovation of the library could be accomplished for approximately \$300/square foot.

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

RESOLVED, That the Nanuet Library Board of Trustees accepts a donation from the Kurz Foundation in the amount of one thousand dollars and no cents (\$1000.00).

Ayes: 4 Noes: 0 Motion carried

The Board approved the Director's Report as submitted, on motion by Michelle Mattei, 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.

Items discussed at length were Tech Support Proposals, Elevator Modernization, Staircase replacement, etc.

I. New Business

Shed: We are getting estimates on taking down the outdoor shed in the back of the building and investigating where we can store items currently stored in the shed.

Ivy: We are going to contact Curti's Landscaping to see if they can get rid of the ivy growing out by the parking lot.

J. Public Forum

There were no members of the public present.

The Board recessed into Executive Session at 8:18 PM, to discuss personnel issues on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4 Noes: 0 Motion carried

The Board reconvened into Public Session at 8:38 PM, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4 Noes: 0 Motion carried

No other business appearing, the Board adjourned the meeting at 8:39 PM, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 4 Noes: 0 Motion carried

Respectfully submitted,

Marta Russell
Clerk to the Board of Trustees
NANUET PUBLIC LIBRARY