

**MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 3/27/ 2017**

**Members Present:** Daniel Lombardo, Michelle Mattei, Sheila O'Brien, Paul Dublanyk,  
Scott Walters (8:00 PM)

**Members Absent:** None

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

**AGENDA**

- Pledge of Allegiance
- A. Roll Call - Approval of Minutes
- B. Public Forum
- C. Approval of Warrants
- D. Financial Reports
- E. Proposed 2017-18 Budget
- F. Personnel
- G. Sub-Committee Reports
- H. Director's Report
- I. Old Business
- J. New Business
- K. 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 February 23, 2017, with the following deletion, on motion by Michelle Mattei, seconded by Sheila O'Brien.

***Deletion: Page 4 Paragraph 2***

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 #8A dated February, 2017, was approved on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

Warrant #9 dated March, 2017, was approved on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

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

Bach to Rock– Program Presenter  
St. Anthony School – Yearbook Ad (Friends of NPL)

**Pre-Approval of Payments:**

On motion by Michelle Mattei, seconded by Sheila O’Brien, the following April, 2017 program invoices were pre-approved:

1-Apr	Smart Family Fitness	Srollift	\$ 75.00	
22-Apr	Bach 2 Rock	Demo Class for toddler & Pre-schoolers	\$125.00	
25-Apr	Curiositas, Inc.	Green Thumbs	\$250.00	
28-Apr	Fran Roesemann	Music w/Miss Fran (2@125.)	\$250.00	
29-Apr	Lisa Forman	Kids Cook!	\$250.00	*

\*plus  
supplies

**TOTAL ALL PROGRAMS                      \$950.**

Ayes: 4                      Noes: 0                      Motion carried

Payments will be made after the programs are completed.

**D. Financial Reports**

**Accountant’s Report:**

The Board approved the postponement of the Accountant’s Report for February, 2017 at the request of the Library’s Accountant, Joseph Modafferi, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

**Treasurer’s Report:**

The Treasurer’s Report dated February 1 – 28, 2017, was postponed due to the absence of the Library’s Treasurer, Howard Heffler, on motion by Michelle Mattei, seconded by Sheila O’Brien.

Ayes: 4                      Noes: 0                      Motion carried

**E. Proposed 2017-18 Budget**

Joseph Modafferi, the Library’s Accountant, presented the Board with a tentative budget for the 2017-18 fiscal year.

Mr. Modafferri told the Board that in view of the possibility of several capital projects for upgrading and improving the library that are being considered by the Board, he was recommending opening a Capital Reserve fund account to cover these expenses.

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 establishing Capital Reserve for the purpose of updating and improving the Nanuet Public Library.**

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the following transfer be made to fund the Capital Reserve Fund as recommended by Joseph Modafferri, the Library's Account, on motion by Michelle Mattei, seconded by Sheila O'Brien:

<b>TRANSFER FROM 2016-17 BUDGET</b>		<b>TRANSFER TO CAPITAL RESERVE</b>	
<b>Fund Balance -</b>	<b>\$670,000</b>		<b>\$670,000</b>
<b>Capital Projects -</b>	<b>137,000</b>		<b>137,000</b>
<b>TOTAL</b>	<b><u>\$807,000</u></b>	<b>TOTAL</b>	<b><u>\$807,000</u></b>

Ayes: 4                      Noes: 0                      Motion carried

The Board then reviewed the proposed budget for 2017-18 line by line with Mr. Modafferri, who responded to all their questions, and agreed to approve the budget.

The Board approved the following resolution approving the budget for the Nanuet Public Library's 2017-18 fiscal year on motion by Michelle Mattei, seconded by Sheila O'Brien:

**RESOLVED, THAT the Board of Education of the Nanuet Union Free School District, Towns of Clarkstown and Orangetown, County of Rockland, raise annually by taxation the amount of two million nine hundred thirty three six hundred and fifty dollars (\$2,933,650) to be used for public library purposes and is hereby authorized to levy the necessary tax therefore.**

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

Mrs. Russell gave Mrs. Bell and the Board the petitions for the trustee seat which will become open July 1, 2017. Mr. Scott Walters's term expires June 30, 2017.

Mrs. Russell also advised them that the Public Hearing for the Budget will be held at the Nanuet Senior High School on May 2, 2017 at 7:30PM.

The date for the Annual Meeting to vote on Trustees and Budget will be Tuesday May 16, 2017 from 7:00 AM – 9:00 PM in the Nanuet HS Gym.

**F. Personnel**

There were no personnel changes this month.

**G. Sub-Committee Reports:**

**Long Term Planning:** The Committee did not meet, but the Open House Meetings have been scheduled for Saturday, March 25<sup>th</sup>, and Tuesday, March 28, 2017.

**Policy Committee:**

The Committee submitted the Procurement, Whistleblower and Investment Policies for approval.

The Board approved the following resolution on motion by Paul Dublanyk, seconded by Sheila O'Brien:

**RESOLVED, That the Nanuet Library Board of Trustees approves the Procurement Policy, effective March 27, 2017.**

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the following resolution on motion by Michelle Mattei, seconded by Sheila O'Brien:

**RESOLVED, That the Nanuet Library Board of Trustees approves the Whistleblower Policy, effective March 27, 2017.**

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the following resolution on motion by Michelle Mattei, seconded by Sheila O'Brien:

**RESOLVED, That the Nanuet Library Board of Trustees approves the Investment Policy, effective March 27, 2017.**

Ayes: 4                      Noes: 0                      Motion carried

Mr. Walters joined the meeting at this time: 8:00 PM.

**Contract Committee** - The Committee did not meet

**Safety & Security Committee** – The Committee did not meet.

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

**Negotiations Committee** – The Committee did not meet.

**H. Director's Report**

**Gisolfi Bathroom Proposal:** Peter Gisolfi of Gisolfi Associates submitted a letter regarding the cost of architectural services for the renovation of the children's bathroom in the Library.

After reviewing the letter, the Board approved the proposal from Gisolfi Associates dated March 22, 2017 for architectural services for the renovation of the children's bathroom at a cost not to exceed five thousand dollars (\$5000) to bring it up to ADA compliance, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

**Elevator:** We have been advised that our elevator has a life expectancy of thirty years. Since the elevator was installed in 1989/90, and we have had several repairs, it was decided that it would be prudent to look into getting quotes for the replacement of the elevator.

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

Ayes: 5                      Noes: 0                      Motion carried

**I. Old Business**

**Outstanding 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.

Some of the items discussed were getting quotes for installing a new elevator, calling Reddi-Alarm to run a fire drill, EEO policy, and the scope of services provided by RBC Networks.

**J. 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 April 24, 2017 at 6:30 PM.

**Ebsco Charger** – With reference to the offer from Ebsco to install a free charger in the library if it is sponsored by a local business, Mrs. Bell reported that no local business has expressed interest in sponsoring the charger.

**K. Public Forum**

There were no members of the public present.

The Board recessed into Executive Session to discuss a personnel matter at 8:30 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

The Board reconvened into Public Session at 8:44 PM on motion by Paul Dublanyk, seconded by Sheila O'Brien.

Ayes: 5                      Noes: 0                      Motion carried

No other business appearing, the Board adjourned the meeting at 8:45 PM, on motion by Sheila O'Brien, seconded by Michelle Mattei.

Ayes: 5                      Noes: 0                      Motion carried

Respectfully submitted

Marta Russell  
**Clerk to the Board of Trustees**  
**NANUET PUBLIC LIBRARY**

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