

MINUTES OF THE BOARD OF TRUSTEES MEETING HELD JANUARY 27, 2015

Members Present: Timothy Donnelly, Brian Booth, Daniel Lombardo, Arthur Winoker (7:10PM)

Members Absent: Mary Noberini

Others Present: Gretchen Bell - Library Director
Marta Russell – Board Clerk
Julie Marallo
Margaret Carroll – (7:30-8:00PM)
Suzanne Congdon

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.** Long Term Agenda
- H.** Old Business
- I.** New Business
- J.** Director’s Report
- K.** Public Forum

The meeting was called to order at 7:00 PM, by the Board President, Tim Donnelly.

The Board recited the Pledge of Allegiance.

A. Roll Call - Approval of Minutes

Mr. Donnelly reported that Dr. Mary Noberini, Vice-President of the Board of Trustees, has suffered a serious accident and at this time we do not know when she will be able to return. The Board will be kept updated on her condition as we receive more information.

The Board approved the minutes of the November 25, 2014 meeting, on motion by Brian Booth, seconded by Daniel Lombardo with the following correction:

Page 5 – Item J...Mr. Donnelly replied that Ms. Marallo....

Ayes: 3 Noes: 0 Motion carried

The Board approved the minutes of the Special December 19, 2014 meeting, on motion by Brian Booth, seconded by Daniel Lombardo, with the following correction:

Page 2 – Item C...Daniel Lombardo asked if Mr. Blanco had sent...

Ayes: 3 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

According to the Public Forum Policy revision dated March 27, 2012, 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.

No member of the public asked to speak at this time.

Mr. Winoker joined the meeting at this time (7:10 PM).

C. Approval of Warrants

The Board approved Warrant #6 dated December 23, 2014, on motion by Daniel Lombardo, seconded by Brian Booth.

Ayes: 4 Noes: 0 Motion carried

The Board approved Warrant #6A dated December 23, 2014, on motion by Daniel Lombardo, seconded by Brian Booth.

Ayes: 4 Noes: 0 Motion carried

The Board approved Warrant #7 dated January 27, 2015, on motion by Brian Booth, seconded by Daniel Lombardo.

Ayes: 4 Noes: 0 Motion carried

The Board approved Warrant #7A dated January 27, 2015, on motion by Daniel Lombardo, seconded by Brian Booth.

Ayes: 4 Noes: 0 Motion carried

D. Financial Reports

Accountant’s Report:

The Board postponed the Accountants Report dated November, 30, 2014, on motion by Daniel Lombardo, seconded by Arthur Winoker.

Ayes: 4 Noes: 0 Motion carried

The Board postponed the Accountants Report dated December, 31, 2014, on motion by Arthur Winoker, seconded by Daniel Lombardo.

Ayes: 4 Noes: 0 Motion carried

The reports were postponed due to the absence of Joseph Modafferi, the Library's Accountant.

The Board received a copy of the Independent Auditor's Report for the fiscal year ended June 30, 2013, as submitted by RS Abrams & Co. LLP. The Board tabled discussion on the report for Executive Session.

Treasurer's Report:

The Board postponed the Treasurer's Report dated November 1- 30, 2014, on motion by Daniel Lombardo, seconded by Brian Booth.

Ayes: 4 Noes: 0 Motion carried

The Board postponed the Treasurer's Report dated December 1- 31, 2014, on motion by Brian Booth, seconded by Daniel Lombardo.

Ayes: 4 Noes: 0 Motion carried

The reports were postponed due to the absence of Howard Heffler, the Library's Treasurer.

E. Personnel

The Board approved the following appointment on motion by Brian Booth, seconded by Daniel Lombardo:

RESOLVED, That the Nanuet Library Board of Trustees approves the appointment of Luchrist M. Suprice, Library Assistant PT, Children's Department, effective January 7, 2015.

Ayes: 4 Noes: 0 Motion carried

F. Sub-Committee Reports

Review Sub-Committee Rosters: As a result of Dr. Noberini's absence, the Board reviewed the Sub-Committee rosters and made changes as follows:

Policy Committee: Brian Booth, Daniel Lombardo...Alternate Arthur Winoker
Meetings: as needed

Long Term Planning: Daniel Lombardo, Tim Donnelly, Joe Modafferi...Alternate: Arthur Winoker
Meetings: bi-monthly or as needed

Contract Committee: Arthur Winoker, Tim Donnelly, Joe Modafferi... Alternate: Brian Booth
Meetings: bi-monthly or as needed

Staff Negotiations: Tim Donnelly, Arthur Winoker, Joe Modafferi...Alternates: Mary Noberini/
Daniel Lombardo
Meetings: as needed

Long-Term Planning Committee: The Committee did not meet this month. A meeting date was scheduled for Friday, February 20, 2015 at 1:00 PM.

Policy Committee: Brian Booth reported that the Policy Committee had met and discussed the *Conflict of Interest Policy* as written by Gretchen Bell, and were prepared to submit it to the Board recommending it be adopted.

The Board approved the following resolution on motion by Brian Booth, seconded by Daniel Lombardo:

RESOLVED, That the Nanuet Library Board of Trustees approves the first reading of the Library's Conflict of Interest Policy, as submitted by the Policy Committee.

Ayes: 4 Noes: 0 Motion carried

On motion by Daniel Lombardo, seconded by Arthur Winoker, the Board approved the following resolution:

RESOLVED, That the Nanuet Library Board of Trustees approves the second reading of the Library's Whistle-Blower policy as submitted by the Policy Committee.

Ayes: 4 Noes: 0 Motion carried

The Policy Committee is planning to schedule a meeting to revisit the library's Internet Policy.

Contract Committee:

Arthur Winoker discussed the Contract Committee meeting which was held on January 16, 2015. Carlos Blanco of Air Kool attended the meeting and discussed the problems involving Bertussi and Savin, regarding the AC project. The Committee requested Air Kool provide an estimate for the work that has not yet been completed by Bertussi. In the event that Bertussi does not complete the work, we would then have Air Kool complete that work and the cost would be subtracted from the balance still due to Bertussi. Tim Donnelly will draft a letter to Bertussi explaining the Board's position regarding the issue.

The Board requested Mrs. Bell contact the State to determine exactly what paperwork has to be submitted, and by whom, to receive the balance of the State Construction Grant which was awarded to the Library for the HVAC project.

Also discussed at the meeting was the matter of writing a letter to Honeywell regarding the quality of the boiler maintenance over the past years. Tim Donnelly commented that he would draft a letter to send to them, although he does not expect to get any satisfaction from them regarding the matter.

Mrs. Bell received an estimate from Rockland Electric for the replacement of the lamps in the front and back of the library, and to trouble shoot and repair the power feed to the bathroom exhaust fan, in the amount of one thousand seven hundred dollars (\$1700). The Board discussed whether the lights should be replaced with LED lamps which would be an additional one thousand one hundred seventy-five dollars (\$1175). Mrs. Bell will contact Rockland Electric to get additional information regarding the estimate.

Negotiations Committee: The negotiations committee has not met. Tim Donnelly said that a meeting would be held to establish a time line for the negotiations.

G. Long Term Agenda

The Board discussed making an appointment with CS Arch for an exploratory meeting regarding the condition of the library infrastructure inspection. Brian Booth will call them and set a date.

H. Old Business

Outstanding Issues: The Board reviewed the Outstanding Issues list submitted by the Board Clerk, noting items that had been completed and those that were still ongoing. A new report will be submitted to the Board listing those items and any that result from the current meeting.

The Board reviewed the Circulation Report for the past twelve (12) months noting the percentage pluses and minuses from month to month. Mr. Lombardo thanked Mrs. Bell for the report. However he explained that although the report was very interesting, he would really like to see a circulation comparison report on a year to year basis.

I. New Business

Next Meeting Date: After assuring that there will be a quorum available, the Board announced that the next regular meeting of the Nanuet Public Library Board of Trustees will be held on Tuesday, February 24, 2015 at 7:00 pm.

Mrs. Bell advised the Board that Jerry Norfleet, retired long term custodian for the library, has passed away. The Board expressed their condolences to the family.

Mrs. Bell also noted that Mary Paloglou, who used to work at the Library and still comes in as a substitute, was pictured on the front page of the January 5, 2015 issue of the *New York Times*.

Mrs. Bell reported that Curti's Landscaping has submitted their estimate for the period of April through November, 2015. The contract calls for an increase of sixty dollars (\$60) per month, for a total of six hundred forty five dollars (\$645) per month and a contract total of five thousand one hundred and sixty dollars (\$5160).

J. Director's Report

Mrs. Bell noted that most of the items on her Director's report were informational and did not require any action by the Board with the exception of two grants we had received.

The Board approved the following resolution on motion by Brian Booth, seconded by Daniel Lombardo:

RESOLVED, That the Nanuet Public Library accepts a gift from the Kurz Family Foundation in the amount of two thousand dollars (\$2000), for general support of operations.

Ayes: 4 Noes: 0 Motion carried

The Board approved the following resolution on motion by Daniel Lombardo, seconded by Brian Booth:

RESOLVED, That the Nanuet Public Library accepts a gift from the Library Association of Rockland County in the amount of one thousand seven hundred dollars (\$1700) for materials.

Ayes: 4 Noes: 0 Motion carried

Mrs. Bell is going to contact Reddi-Alarm, the Library's security company with regards to installing another camera to monitor the front walk.

The Board approved the Director's Report as attached, (attachment #1) on motion by Daniel Lombardo, seconded by Arthur Winoker.

Ayes: 4 Noes: 0 Motion carried

The Board congratulated Julie Marallo on the upcoming birth of a little girl in July.

K. Public Forum

No member of the Public asked to speak.

The Board adjourned to go into Executive Session to discuss a financial issue at 9:00 PM. on motion by Daniel Lombardo, seconded by Arthur Winoker.

Ayes: 4 Noes: 0 Motion carried

The Board reconvened into Public Session at 9:12 PM, on motion by Brian Booth, seconded by Daniel Lombardo.

Ayes: 4 Noes: 0 Motion carried

The Board decided to table discussion of the independent audit on motion by Daniel Lombardo, seconded by Brian Booth.

Ayes: 4 Noes: 0 Motion carried

No other business appearing, the Board adjourned the meeting at 9:13 PM, on motion by Brian Booth, seconded by Daniel Lombardo.

Ayes: 4 Noes; 0 Motion carried

Respectfully submitted,

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

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