

**MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MEETING HELD MAY 27, 2015**

**Members Present:** Timothy Donnelly, Arthur Winoker, Brian Booth, Dan Lombardo

**Members Absent:** Mary Noberini

**Others Present:** Gretchen Bell - Library Director  
Howard Heffler - Treasurer  
Joseph Modafferi - Accountant  
Marta Russell – Board Clerk  
Michelle Mattei – Trustee-Elect

**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.** Old Business
- H.** New Business
- I.** Director’s Report
- J.** Public Forum

The Board recited the Pledge of Allegiance.

The meeting was called to order at 7:00 PM by the Board President, Tim Donnelly. Mr. Donnelly reported that Dr. Noberini is still in a rehabilitation facility.

**A. Approval of Minutes**

The Board approved the minutes of the April 28, 2015 meeting, with the following correction, on motion by Brian Booth, seconded by Daniel Lombardo:

Page 3 – Librarian III... *The Library has never applied for it because it did not meet the chartered service area numbers required by Rockland County Civil Service at that time...*

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*

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 one asked to speak at this time.

**C. Approval of Warrants**

Warrant #11 dated May 27, 2015 was approved on motion by Brian Booth, seconded by Arthur Winoker.

Ayes: 4                      Noes: 0                      Motion carried

Warrant #11A dated May 27, 2015 was approved on motion by Brian Booth, seconded by Daniel Lombardo.

Ayes: 4                      Noes: 0                      Motion carried

**D. Financials**

**Accountant’s Report:**

The Board approved the Accountant’s Report dated April 30, 2015, submitted by the Library’s Accountant, Joseph Modafferi, on motion by Dan Lombardo, seconded by Brian Booth.

Ayes: 4                      Noes: 0                      Motion carried

On recommendation by Joseph Modafferi, the Board approved the following transfer, on motion by Dan Lombardo, seconded by Brian Booth:

**TRANSFER FROM:**

Personnel Benefits                      \$20,000

**TRANSFER TO:**

Repairs and Maintenance                      \$20,000

**TOTAL**                      \$20,000  
  =====

\$20,000  
=====

Ayes: 4                      Noes: 0                      Motion carried

**Treasurer’s Report:**

The Board approved the Treasurer’s Report dated April 1, 2015 to April 30, 2015, as submitted by the Library’s Treasurer, Howard Heffler, on motion by Brian Booth, seconded by Arthur Winoker.

Ayes: 4                      Noes: 0                      Motion carried

Howard reported we had received a dividend from our Worker’s Compensation policy and a grant-in-aid refunding the library for the MTA tax paid.

**E. Personnel**

The Board approved the following resolution on motion by Brian Booth, seconded by Arthur Winoker:

**RESOLVED,                      That the Nanuet Library Board of Trustees approves the hiring of Katherine Filatov – Student Office Worker, effective May 28, 2015.**

Ayes: 4                      Noes: 0                      Motion carried

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

**RESOLVED, That the Nanuet Library Board of Trustees accepts the resignation of Alison Hayes - Page, effective May 28, 2015.**

Ayes: 4                      Noes: 0                      Motion carried

**F. Sub-Committees**

**Long-Term Planning Committee:** The Board reviewed the minutes of the Long Term Planning Committee Meeting held May 8, 2015 and submitted by Dan Lombardo (attachment #1).

With reference to the “Bullet Aid” grant from Senator Carlucci, the Board decided to submit the upgrade to the library’s computer infrastructure for the grant.

Another matter discussed by the Board included getting additional quotes for the refurbishing of the bathrooms. Mrs. Bell reviewed the contractors who have been contacted and their responses. One contractor has yet to respond, and two more will be approached.

In the matter of getting a public relations firm to work to assess community reaction to a new library building, Mrs. Bell advised the Board that she had met with Chris Titze of Cambridge Systematics, the public relations firm that worked with the Town of Clarkstown during their renovation process and was very impressed. We also received a written proposal from Alan Burger of Library Development Solutions. Mr. Winoker mentioned that we should also get written proposals from Cambridge Systematics and Libby Post of Communication Services. The Board discussed this at length and ultimately decided to set up a conference call with them to get their specific ideas.

**Policy Committee:** The Policy Committee submitted the Computer Access and Internet Access Policy to the Board for the second reading, which was approved on motion by Daniel Lombardo, seconded by Brian Booth:

**RESOLVED, That the Nanuet Public Library Board of Trustees approves the second reading of the Computer Access and Internet Policy and becomes effective May 27, 2015.**

Ayes: 4                      Noes: 0                      Motion carried

The second reading of the Conflict of Interest and Gift and Donations policies will be held at the June meeting.

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

**Negotiations Committee:** The Negotiations Committee update will be discussed in Executive Session.

**G. Old Business**

**Ongoing Issues:** The Board reviewed the outstanding issues list submitted by the Board Clerk, noting those items that had been completed and those that are still ongoing. A new report will be submitted to the Board listing any outstanding issues still open and any items that result from the current meeting (attachment #2).

**Memorial Bench:** The delivery of the second memorial bench and plantings has been delayed.

**H. New Business**

**Certification of Vote:**

On motion by Brian Booth, seconded by Daniel Lombardo, the Board approved the Certification of the Vote for the election held on May 19, 2015, as submitted by Cheryl Tully, Board Clerk to the Board of the Nanuet Union Free School District. (attachment #3).

Ayes: 4                      Noes: 0                      Motion carried

Michelle Mattei was elected to the Nanuet Library Board of Trustees as a write-in candidate. Her term commences on July 1, 2015 and expires June 30, 2020.

**Health Benefits System:** Joe Modafferi advised the Board that due to all the reports required regarding the *Affordable Care Act*, the Library has retained **CPI-HR**, a benefits, payroll, and HR benefits administration firm to file and prepare the necessary reports for the Library, at a cost of five thousand dollars and no cents (\$5,000).

**I. Director’s Report**

The Board reviewed the Director’s Report, as submitted by Mrs. Gretchen Bell, Director of the Nanuet Public Library.

**Check Pre-Approval:** On motion by Brian Booth, seconded by Dan Lombardo, the Board approved the following resolution:

**RESOLVED.                      That the Nanuet Public Library Board of Trustees pre-approves the payments for the 2015 Summer Programs.**

Ayes: 4                      Noes: 0                      Motion carried

The Board approved the Director’s Report as attached, (attachment #4), on motion by Daniel Lombardo, seconded by Brian Booth.

Ayes: 4                      Noes: 0                      Motion carried

**Meeting Date Reschedule:** Due to the fact that several members of the Board of Trustees will not be able to attend the regularly scheduled Board Meeting on June 23, 2015, the Board rescheduled the June meeting to Thursday, June 25, 2015 at 7:00 PM on motion by Brian Booth, seconded by Dan Lombardo.

Ayes: 4                      Noes: 0                      Motion carried

**J. Public Forum**

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Ms. Michelle Mattei, who is the Trustee-Elect, and who attended the meeting, thanked the Board for inviting her to the meeting, and also provided the Board with a short resume of her background.

On motion by Brian Booth, seconded by Dan Lombardo, the Board invited Mrs. Mattei to join them in Executive Session.

Ayes: 4                      Noes: 0                      Motion carried

The Board recessed into Executive Session 8:57 PM, to discuss negotiations, on motion by Dan Lombardo, seconded by Brian Booth.

Ayes: 4                      Noes: 0                      Motion carried

Mr. Winoker left the meeting at this time 8:57 PM.

The Board reconvened into Public Session at 10:09 on motion by Dan Lombardo, seconded by Brian Booth.

Ayes: 3                      Noes: 0                      Motion carried

No further business appearing, the Board adjourned the meeting at 10:10 PM, on motion by Dan Lombardo, seconded by Brian Booth.

Ayes: 3                      Noes: 0                      Motion carried

Respectfully submitted,

Marta Russell  
Clerk to the Board of Trustees  
NANUET BOARD OF TRUSTEES

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