

MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 10/24/ 2016

Members Present: Daniel Lombardo, Michelle Mattei, Sheila O’Brien, Paul Dublanyk,

Members Absent: Scott Walters

Others Present: Gretchen Bell - Library Director
Howard Heffler - Treasurer
Joseph Modafferi – Accountant

Others Not-Present: Marta Russell – Clerk to the Board - Absent due to illness

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 6:30 PM by the Board President, Daniel Lombardo.

A. Approval of Minutes

The Board approved the minutes of the meeting held on September 24, 2016, on motion by Michelle Mattei, seconded by Sheila O’Brien with the following corrections:

Page 4 – New Business – The Board approved Monday, September 24, 2016....

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 #3A dated September, 2016 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

Warrant #4 dated October 2016 was approved on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

Pre-Approval of Payments: On motion by Michelle Mattei, seconded by Sheila O'Brien, the Board approved the following prepayments:

10-Nov	Fran Roesemann	Musical Mornings	\$250.
12-Nov	Fran Roesemann	Weekend Music	125.
16-Nov	Carol Kepler	Fall for Watercolor	500.
16-Nov	Judy Jasinki	Fall for Yoga	350.
19-Nov	Lisa Forman	Kid Cook!	200.
30-Nov	Jill Greenbaum	Zentangle	200.
		TOTAL	\$1625.
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Ayes: 4 Noes: 0 Motion carried

Payments will be made after the programs are completed.

New Vendors – The following vendor was added to QuickBooks:

Whiteman, Osterman & Hanna LLP – Attorneys

Ayes: 4 Noes: 0 Motion carried

D. Financials

Accountant's Report: The Board approved the Accountant's report dated September 30, 2016 as submitted by Joseph Modafferri, the Library's Accountant, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

Mr. Modafferri stated that in presenting the financial statements, the cash balances are in agreement with the Treasurer's report.

Treasurer's Report:

The Board approved the Treasurer's Report dated September 1 – 30, 2016 as submitted by the Library's Treasurer, Howard Heffler, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4

Noes: 0

Motion carried

Mr. Heffler commented that to date we have received two (2) payments from the School District of our tax money amounting to 75.4% of our total. He also noted that we received a refund from Suez Water for an error in our water bill. We received a cash refund rather than a credit at the request of our Senior Accounts Payable Clerk, Mary Heffler. Ms. Mattei requested Mrs. Bell thank Mrs. Heffler for insisting on a cash refund.

In response to a question from Mr. Lombardo and Ms. Mattei, he also advised that he is still working with the bank regarding service charges.

E. Personnel

There were no personnel changes this month.

F. Sub-Committee Reports:

Long Term Planning – Chris Titze of the Tourne Group met with Mrs. Bell, Tracy Suffecool and Julie Marallo on September 29, 2016 to discuss goals, objectives and the SMS survey. Mr. Titze also met with Michelle Mattei and Dan Lombardo on October 4 and 10, 2016. A draft of the goals and objectives developed at these meetings was submitted to the Board for review.

The Board held a lengthy discussion regarding all the issues involved in moving forward with the capital improvements to the library building and developing a flexible plan to achieve that goal. It was decided that it would be prudent if Mr. Modafferi, the Library's Accountant, meet with Mr. Titze and the Long Term Planning Committee to discuss the financial goals and objectives.

The Committee expects to meet with Mr. Titze on November 10, 2016 at 4:15 PM.

Policy – The Policy Committee did not meet and will reschedule the meeting. The Board has received first drafts of various financial policies which they will review with Mr. Modafferi when they meet.

Contract Committee – The Contract Committee did not meet. We have received, however, several estimates for upcoming projects.

We received three (3) estimates for snow removal for the period of November 2016-March 2017. After carefully reviewing and discussing the estimates received, 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 awards the contract for Snow Maintenance for the period November 2016 to March 2017 to Curti's Landscaping, the cost to be as submitted in writing on September 26, 2016.

Ayes: 4

Noes: 0

Motion carried

The library also received an estimate from Precision Concrete Cutting for the removal of curb trip hazards on the property. We are still awaiting an estimate from Remus Industries and Curti's Landscaping.

Safety and Security: Mrs. Bell has been in touch with the person at BOCES who is in charge of the safety of the library's building. She will send him a copy of the Library's evacuation plan and, after he studies it, he will get back to us with his comments. He will also run a fire drill in the building.

Negotiations and policy review: Mrs. Bell advised that she has not heard from Ellen Bach of Whiteman, Osterman and Hanna, LLP, the attorney handling the negotiations and policy reviews. Mr. Lombardo will contact her regarding the negotiations and Mrs Bell will follow up on the policies, requesting their return.

Audit: Mr. Modafferi advised that we have received the final representation letter from our auditors, R.S. Abrams & Co., LLP for the 2014-15 audit. It will be signed by Mrs. Bell and Mr. Lombardo this evening and returned to Abrams.

G. 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.

Ongoing issues discussed were the graphics arts position, employee performance appraisals, contacting Ellen Bach, the attorney working on the negotiations, wi-fi information from Bob Panzera our IT contractor, and rescheduling of various sub-committee meetings.

H. New Business

Next Meeting Date: The Board approved the next meeting of the Nanuet Public Library Board of Trustees be held on Monday, November 28, 2016 at 6:30 PM.

Appointment:

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 hereby appoints Randy L. Braun, Attorney At Law, as attorney for the Nanuet Public Library Board of Trustees, effective immediately.

Ayes: 4 Noes: 0 Motion carried

Discounted Group Insurance Program: Michelle Mattei requested Mrs. Bell investigate a discounted group insurance program that was reported in the Fall 2016 issue of Trustee, the newsletter of the Library Trustees Association of New York State, which is now available to all LTA members.

Bob Panzera – RBC LLC

The Board requested a meeting with Bob Panzera of RBC, LLC, the IT contracting firm we are currently using, to discuss various matters that have recently arisen.

I. Director's Report

ADA Compliance Issue: Mrs. Bell advised that she has been in touch with Sandy Mintzes of Peter Gisolfi Associates, the architectural firm we have previously used, who advised her that the firm will be happy to work with us on the bathroom ADA compliance issue.

The Board approved the Director's Report, as submitted by Mrs. Gretchen Bell, Director of the Nanuet Public Library, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion approved

J. Public Forum

There were no members of the public present.

No other business appearing, the Board adjourned the meeting at 8:20 PM, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Respectfully submitted,

Marta Russell
Clerk to the Board of Trustees
NANUET PUBLIC LIBRARY

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