

MINUTES OF THE NANUET LIBRARY BOARD OF TRUSTEES MTG HELD 5/22/ 2017

Members Present: Daniel Lombardo, Michelle Mattei, Sheila O'Brien (7:12 PM) , Paul Dublanyk

Members Absent: Scott Walters

Others Present: Gretchen Bell - Library Director
Joseph Modafferi
Howard Heffler
Marta Russell
Jean Cappiello – 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. 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.

Mr. Lombardo welcomed Mrs. Jean Cappiello, the Trustee-Elect to the meeting.

A. Approval of Minutes

The Board approved the minutes of the meeting held on April 24, 2017 on motion by Michelle Mattei, seconded by Paul Dublanyk.

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.

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.

No member of the public chose to speak.

C. Approval of Warrants

Warrant #10 dated April, 2017 was approved on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 3 Noes: 0 Motion carried

Warrant #11 dated May, 2017 was approved on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 3 Noes: 0 Motion carried

New Vendors: The following new vendors were added to QuickBooks in April 2017:

Bach to Rock – Program Presenter
Ellenville Public Library
Theaterworks USA – Program Presenter

The following new vendor was added to QuickBooks in May 2017:

Valerie Weisler – Program Presenter

Pre-Approval of Payments:

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

15-May	Fran Roesemann	Music w/Miss Fran (2@\$125 ea.)	\$250.00
15-May	Frank Bloise	Learn to Play Chess (4@100 ea.)	400.00
20-May	Valerie Weisler	From Rockland Roots to Global Movement	150.00
30-May	Don DiBenedetto	Creating a More Joyful Live	150.00

TOTAL ALL PROGRAMS **\$950.**

Ayes: 3 Noes: 0 Motion carried

Payments will be made after the programs are completed.

Pre-Approval of Payments:

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

6-Jun	Catherine Rubin	Toddler Tunes (4 @\$75)	\$300.
8-Jun	Rochelle Cox	Beginner Canasta (6@\$75)	450.
19-Jun	Mike Marcantonio	Snow Cone Day	350
20-Jun	Linda Newman	Knit Club (Qtrly Honorarium)	150.

28-Jun

Jim Maurer

Jester Jim Show

800.

TOTAL ALL PROGRAMS

\$2,050.

Ayes: 3

Noes: 0

Motion carried

Payments will be made after the programs are completed.

D. Financial Reports

Accountant’s Report:

The Board approved the Accountant’s Report dated April 30, 2017 as submitted by Joseph Modafferi, the Library’s Accountant, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 3

Noes: 0

Motion carried

Mr. Modafferi stated that in presenting the financial statements for April, 2017, the cash balances are in agreement with the Treasurer’s report.

Mr. Modafferi noted that the Capital Fund Account has yet to be opened.

There was nothing unusual in the April 2017 report.

Treasurer’s Report:

The Board approved the Treasurer’s Report dated April 1- 30, 2017 as submitted by Howard Heffler, the Library’s Treasurer, on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 3

Noes: 0

Motion carried

As Mr. Heffler previously reported we have received the final payment of our taxes, and we are now whole as reported in the April 2017 Treasurer’s Report.

E. Personnel

April, 2017: There were no personnel changes.

May, 2017: The Board accepted the resignation of Deirdre O’Hagan – Sub Librarian – Adult services effective May 18, 2017 on motion by Michelle Mattei, seconded by Paul Dublanyk.

Ayes: 3

Noes: 0

Motion carried

On motion by Michelle Mattei, seconded by Paul Dublanyk, the Board approved the appointment of Harriet Wollenberg – Sub Librarian – Adult Services effective May 15, 2017.

Ayes: 3

Noes: 0

Motion carried

At this time, Mrs. Bell advised the Board that she had received a letter of resignation from Julie Marallo, Librarian II. Ms. Marallo is resigning to become Director of the Tenafly, New Jersey Library.

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

RESOLVED, That the Nanuet Public Library Board of Trustees accepts, with regret, the resignation of Julie Marallo, Librarian II, effective June 16, 2017.

Ayes: 4

Noes: 0

Motion carried

Mrs. Bell advised the Board that she plans to fill the position vacated by Ms. Marallo's resignation by transferring Angela Kracjar, Librarian I, from the position of teen librarian to Adult Librarian II. We will then have a Librarian I position open.

F. Sub-Committee Reports:

Long-Term Planning: Mrs. Bell is working on her section of the planning proposal. Chris Titze is completing his section of the proposal. The Board feels that they have to decide what changes and or additions they want to make, i.e. more space for the children's room, new furniture etc. They are also thinking of consulting other architects for the project.

Policy Committee: The Policy Committee did not meet this month.

Contract: The Committee will be setting up a meeting with Peter Gisolfi Associates regarding the expansion.

Safety and Security Committee: The Safety and Security Committee did not meet this month. They are awaiting further information from other districts regarding DRA.

Audit Committee: There was no need for the Committee to meet this month. They will meet when the auditors begin the new audit.

Negotiations Committee: Joe Modafferi, the District's Treasurer, requested a meeting of the committee be scheduled before the June meeting to discuss upcoming issues.

Ms. O'Brien joined the meeting at this time (7:12 PM)

G. Director's Report

Bathroom Project: We received two (2) preliminary plans on May 9, 2017. Choices of which plan to accept and certain items to be installed must be decided upon and submitted to Gisolfi Associates.

Technology Proposals: As requested by the Board, we have requested proposals from various Technology Companies. To date, we have received proposals from: RP Networks, RCLS, and Techspectrum Solutions. We are still awaiting a proposal from Computuners.

The proposal from Techspectrum was very detailed and specific, therefore the Board asked Mrs. Bell to get a similar detailed proposal from RP Networks.

Ms. Mattei asked Mrs. Bell to speak to Bob Panzera of RP Networks and get specifics of where we stand on our malware protection.

Mulch: We received four estimates for the mulch, beds to be weeded and edging where necessary on the property. The Board discussed the proposals and after a lengthy discussion and various questions, told Mrs. Bell to speak to the contractors and make the final decision on which contractor to use for the project. There is no need for her to come back to the Board before making the decision.

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

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 were: check to see if we can get a grant for the new elevator project, scheduling a meeting of the Negotiations Committee in June, and the submission of the final planning report from Chris Titze of the Tourne Group.

I. New Business

Next Meeting Date: The Board rescheduled the next regular meeting of the Nanuet Public Library Board of Trustees to be held June 19, 2017 at 6:30 PM.

Equipment Discard:

On motion by Michelle Mattei, seconded by Sheila O'Brien, the Board approved the discarding of the computer equipment list as attached. (see attachment)

Ayes: 4 Noes: 0 Motion carried

J. Public Forum

There were no members of the Public present at the meeting.

The Board recessed into Executive Session at 8:06 PM, to discuss a personnel matter on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried.

The Board reconvened into Public Session at 8:08 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

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 Board of Trustees of the Nanuet Public Library approve granting fifteen (15) additional sick leave days to Mary Heffler, for the current school year.

Ayes: 4 Noes: 0 Motion carried

No other business appearing, the Board adjourned the meeting at 8:09 PM, on motion by Michelle Mattei, seconded by Sheila O'Brien.

Ayes: 4 Noes: 0 Motion carried

Respectfully submitted,

Marta Russell
Clerk to the Board
Nanuet Public Library Board of Trustees

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