## MINUTES OF THE BOARD OF TRUSTEES MEETING HELD OCTOBER 27, 2015

**Members Present:** Brian Booth, Daniel Lombardo, Timothy Donnelly, Michelle Mattei

**Members Absent:** None

**Others Present:** Gretchen Bell - Library Director

Marta Russell – Board Clerk

Joseph Modafferi – Library Accountant Howard Heffler – Library Treasurer

Lauren Cully Banks

## **AGENDA**

Pledge of Allegiance

Appoint and Swear in New Board Trustee

- **A.** Roll Call Approval of Minutes
- **B.** Public Forum
- **C.** Approval of Warrants
- **D.** Financial Reports
- **E.** Personnel
- **F.** Sub-Committee Report
- **G.** Old Business
- **H.** New Business
- **I.** Director's Report
- **J.** Public Forum

The Pledge of Allegiance was recited.

The meeting was called to order at 7:00 PM by the Board President, Brian Booth

Mr. Booth advised the Board the person he expected to be sworn in as a new Board Trustee was unable to attend the meeting.

#### A. Approval of Minutes

The Board approved the minutes of the September 23, 2015 meeting on motion by Tim Donnelly, seconded by Daniel Lombardo.

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 member of the public chose to speak at this time.

## C. <u>Approval of Warrants</u>

Warrant #4 dated October 27, 2015 was approved on motion by Daniel Lombardo, seconded by Tim Donnelly.

Ayes: 4

Noes: 0

Motion carried

Warrant #4A dated October 27, 2015 was approved on motion by Daniel Lombardo, seconded by Michelle Mattei.

Ayes: 4

Noes: 0

Motion carried

# D. Financial Reports

## **Accountant's Report:**

The Board approved the Accountant's Report dated August 31, 2015, as submitted by Joseph Modaferri, the Library's Accountant, on motion by Tim Donnelly, seconded by Daniel Lombardo.

Ayes: 4

Noes: 0

Motion carried

The Board approved the Accountant's Report dated September 30, 2015, as submitted by Joseph Modaferri, the Library's Accountant, on motion by Daniel Lombardo, seconded by Tim Donnelly.

Ayes: 4

Noes: 0

Motion carried

## **Treasurer's Report:**

The Board approved the Treasurer's Report dated September 1 - 30, 2015, as submitted by Howard Heffler, the Library's Treasurer, on motion by Tim Donnelly, seconded by Michelle Mattei.

Ayes: 4

Noes: 0

Motion carried

Howard reported that as of October 15, 2014, we had received two million four hundred fifty nine five hundred sixty-five dollars (\$2,459,565) of our tax money from the school district. This amount represents eighty six percent (86%) of our total levy.

Howard also advised the Board that the Library had received five thousand dollars (\$5000) from the Friends of the Nanuet Public Library.

#### E. Personnel

The Board approved the following resolution on motion by Tim Donnelly, seconded by Daniel Lombardo:

RESOLVED, That the Nanuet Library Board of Trustees approves the hiring of Arjana Frroki, Page, effective September 29, 2015.

Ayes: 4

Noes: 0

Motion carried

## F. Sub-Committee Reports

**Long-Term Planning Committee:** The Committee met on October 6, 2015 with Chris Titze of the Tourne Group and Chris Borick of Muhlenberg College. They reviewed the proposed draft survey instrument, the wording about the potential cost to residents, etc. and suggested some changes. After survey revisions are completed and approved, the field pre-testing of about twenty to twenty five (20-25) persons will begin the week of October 19, 2015. The full proposed survey implementation will begin on November 9, 2015.

**Contract Committee:** The Contract Committee met on October 16, 2015. They reviewed the two (2) snow plowing proposals and, after comparing the pricing and services offered, they recommended the Board approve the snow plowing contract be awarded to Curti's Landscaping as follows:

RESOLVED, That the Nanuet Library Board of Trustees approves awarding the contract for snow removal for the winter 2015-16 to Curti's Landscaping at a cost of seven thousand four hundred fifty dollars (\$7,450).

Ayes: 4 Noes: 0 Motion carried

The committee also reviewed the proposal from Greenbush for bathroom renovations. Several questions arose regarding the proposal and it was decided the committee would have to meet with Greenbush again.

They are still waiting for estimates for the pothole repairs in the parking lot.

The Board received and discussed the roof measurement report submitted by Garland Solutions. The Board suggested we reach out to Valerio Roofing, who has previously done roofing work for the library, to determine what areas of the roof are still under warranty.

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

## G. Old Business

**Outstanding 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 or ongoing and any items that result from the current meeting (attachment#1).

Mrs. Bell reported that the Reddi Alarm security camera project is scheduled to be done on Thursday, October 28, 2015.

**Updated Organizational Chart:** Mrs. Bell advised that she now has all the additional information they requested regarding the organizational chart, but as yet had not had the time to put it in chart form.

**RCLS Budget Approval:** The Board approved the following resolution on motion by Tim Donnelly, seconded by Daniel Lombardo:

RESOLVED, That the Nanuet Public Library Board of Trustees approves the Ramapo Catskill Library System 2016 budget as presented.

Ayes: 4 Noes: 0 Motion carried

## H. New Business

**Next Meeting Date:** The next Regular Meeting of the Nanuet Public Library Board of Trustees will be held on Tuesday, November 24, 2015 at 7:00 PM.

**Building Security:** The Board held a lengthy discussion regarding the security of the building, the patrons and staff. It was decided that we reach out to an independent security firm and ask about the costs involved and determine whether it would be cost effective to hire such a firm. The Board discussed inquiring from our insurance company to see if they have any ideas regarding the matter. The Board inquired of Mrs. Bell if there had been any recent incidents of concern recently. Mrs. Bell replied that she was not aware of any recent problems, but advised them that incident reports are made out if there are any problems. She also told them that incident logs kept at each desk. The Board asked if they could see the incident logs for the previous three months.

**Other issues:** Ms. Mattei asked if political endorsements are allowed in the library. Mrs. Bell replied that they are not permitted. Ms. Mattei remarked she had seen bookmarks noting the name and address of a local congressman at the checkout desk. The other Board Trustees agreed that the bookmark was not asking for political endorsement, but rather informing the residents of the congressman's telephone number and address where he could be reached if anyone needed to speak to him.

Ms. Mattei asked about old equipment that is still in the library. Mrs. Bell replied that we are cleaning out the old microfiche equipment, but it is an ongoing project which is being done by the librarians whenever they have time.

**Program Pre-Approval:** The following resolution was approved on motion by Tim Donnelly, seconded by Daniel Lombardo:

RESOLVED,

That the Nanuet Public Library Board of Trustees pre-approves the payments for one (1) children's programs and four (4) adult programs Payments to be made after completion of service.

Ayes: 4 Noes: 0 Motion carried

# I. <u>Director's Report</u>

The Board approved the Director's Report as attached (attachment #2) on motion by Daniel Lombardo, seconded by Michelle Mattei.

Ayes: 4 Noes: 0 Motion carried

## J. Public Forum

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

The Board recessed into Executive Session at 8:45 P.M. to discuss negotiation issues on motion by Tim Donnelly, seconded by Daniel Lombardo.

Ayes: 4 Noes: 0 Motion carried

The Board reconvened into Public Session, at 10:14 p.m., on motion by Tim Donnelly, seconded by Dan Lombardo.

Ayes: 4 Noes: 0 Motion carried

No further business appearing, the Board adjourned the meeting at 10:15 p.m., on motion by Dan Lombardo, seconded by Tim Donnelly.

Respectfully submitted,

Marta Russell Clerk to the Board of Trustees Nanuet Public Library

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