

SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING/DECEMBER 20, 2016

The regular meeting of the Board of Trustees was held on December 20, 2016. President Craig H. Long called the meeting to order at 12:20 p.m. A quorum was established.

Trustees Present: Craig H. Long, Warren E. Berbit, Mario F. Pensa, Donalee Berard, Kathleen J. Hugh, Michael Minevich, Joyce A. Nencetti

Absent and Excused: Christine Gigante, Amy MacKenzie

Staff Present: Carol Connell Cannon  
Madalen Klein

Public Present: No Public Present

In absence of Secretary Christine Gigante, President Craig H. Long appointed Joyce A. Nencetti Secretary Pro Tem.

#### MOTION

A motion was made by Kathleen J. Hugh, seconded by Michael Minevich, and carried to accept the minutes of the regular meeting of November 22, 2016 as presented. Motion Approved.

#### Treasurer's Report –Donalee Berard

Donalee Berard reported from the Treasurer's November Cash Balance Sheet and Financial Statement:

- Total Operating Funds decreased \$186,373 at \$4,030,061.
- Reserve Funds were reported at \$446,793.
- Monthly expenses were reported at \$193,308.
- Expenses are running modestly above average in several sub areas of: Salaries, Building and Maintenance Repairs, Materials and Library Operations.
- Monthly variable income was reported at \$8,022.
- Total year to date expenses are running fiscally in line with budget estimates.

#### ~LED Lighting Project

December 2016 cost avoidance is \$1,569.37.

Total cost avoidance to date is \$11,629.

#### MOTION

A motion was made by Donalee Berard, seconded by Kathleen J. Hugh, and carried to accept the financial report as presented. Motion approved unanimously.

#### Library Director's Report –Carol Connell Cannon

- The Director announced that Jennifer Smith, Head of Children's Services, has been nominated to serve on the ALA Laura Ingalls Wilder Committee.
- The Library's new website is Live. Christine Gigante has been actively helping Miguelina Molina with the website.
- Nancy Wendt, Manager of Circulation Services, has been researching credit card processing companies as a payment option for Library patrons.

## Committee Reports:

### Building and Grounds –Mario F. Pensa

- *Hughes Environmental Engineering* will be repairing boiler #2 when parts are in.
- *R & H Plumbing and Heating Company* will remove and replace the old sinks and use the motion sensor faucets from the old sinks and reuse on the new sinks.
- Gene Bloxsom from *USA LED* is going to be delivering spare bulbs and take care of any additional issues with the LED lights.

### Book Sale –Joyce A. Nencetti

Joyce A. Nencetti announced that the December 9-10 book sale netted \$1,982.05 for the Library.

- The six book sales for 2016 netted \$18,725.75
- The daily lobby sales to date netted \$5,674.10.
- Total book sales to date netted \$24,399.85.
- The next book sale is scheduled for February 10-11, 2017.

President Craig H. Long thanked Joyce A. Nencetti and volunteers for their time and work with the book sales.

## Policies

### Technology –Kathleen J. Hugh

Kathleen J. Hugh announced that the new website had some last minute glitches that Miguelina Molina resolved and is now Live as scheduled.

### Finance Committee –Donalee Berard

The Finance Committee met with Carol Connell Cannon on December 8<sup>th</sup> to review the first draft of the FY 2017-2018 budget.

## Old Business:

~Long Range Plan – Carol Connell Cannon –No report.

## New Business:

~Budget FY 2017-2018

Donalee Berard reported on the finance committee's review of the 2017-2018 budget. Donalee discussed the major sections of the budget including income and expenses as well as budget projections.

The committee will meet again for a final review of the draft. Based on the budget and the tax cap limit, the Board will decide at the January 24<sup>th</sup> regular meeting, whether it will need to ask for a tax increase.

President Craig H. Long announced that the Annual meeting will be held on Tuesday, February 28, 2017 at 8PM. Trustees whose three-year terms expire in February 2017 are Craig H. Long, Amy MacKenzie and Joyce A. Nencetti. The President noted that Trustee Joyce A. Nencetti will not be running for re-election.

The President wished all those present, Happy Holidays!

## MOTION

A motion was made by Kathleen J. Hugh, seconded by Warren E. Berbit to adjourn the meeting at 1:35p.m. Motion approved unanimously.

Respectfully Submitted,

Joyce A. Nencetti  
Secretary Pro Tem

