

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/JANUARY 24, 2017

The regular meeting of the Board of Trustees was held on January 24, 2017
President Craig H. Long called the meeting to order at 8:05 p.m. A quorum was established.

Trustees Present: Craig H. Long, Warren E. Berbit, Mario F. Pensa, Donalee Berard,
Christine Gigante, Kathleen J. Hugh, Amy MacKenzie, Michael Minevich,

Absent and Excused: Joyce A. Nencetti
Amy MacKenzie arrived at approximately 8:25p.m.

Staff Present: Carol Connell Cannon
Madalen Klein
Jack Sciranka, Head Custodian

Public Present: Ben Naylor

MOTION

A motion was made by Kathleen J. Hugh, seconded by Mario F. Pensa, and carried to accept the minutes of the regular meeting of December 20, 2016 as presented. Motion Approved.

Treasurer's Report –Mario F. Pensa

Mario F. Pensa reported from the Treasurer's December 2016 Cash Balance Sheet and Financial Statement:

- Total Operating Funds decreased \$186,493 at \$3,843,568.
- Reserve Funds: US Bank, debt service fund at \$414,113 with remaining funds at \$32,717.
- Monthly expenses were reported at \$193,149.
- 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 \$7,542
- Mid-year to date expenses are at 45%.
- Expenses are in line with budget estimates.

~LED Lighting Project

Current cost avoidance: \$12,798.

Fiscal year (2016-2017) to date avoidance: \$9,633.

MOTION

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

Staff Comment: Jack Sciranka

Jack Sciranka informed the Board that several areas of the Library are still in need of service from *USA LED Solutions*. Mario F. Pensa will contact Gene Bloxsom of *USA LED Solutions* to resolve the lighting issues.

Jack Sciranka left the meeting at 8:30 p.m.

Library Director's Report –Carol Connell Cannon

- Miguelina Molina, Community Services Coordinator, has been working on the Library's winter newsletter.
- The Library has received a grant of \$1000 from the Kurz Family Foundation that will fund a 5 week reading and discussion series of Pulitzer books in the spring.
- AARP Tax Aid at the Library will start in early February.
- Amy LaRocca, Head of Adult Services, is working with RCLS and the company that will upgrade the Library's Wi-Fi to ensure reliable Wi-Fi access from all areas of the Library. Carol noted that upgrading the Wi-Fi was part of the LRP.
- Nancy Wendt is researching options for accepting credit cards as payment option for patrons. Carol asked the Board to review Nancy's proposals as submitted.
- Jennifer Smith, Head of Children's Services will be attending the ALA Midwinter Conference in Atlanta from January 19-24.
- The New York State Annual Report for Public and Association Libraries is in progress.

Committee Reports:

Building and Grounds –Mario F. Pensa

- Mario F. Pensa will be contacting *USA LED Solutions* for parts (light bulbs) and for any additional issues with the LED lights.
- *R & H Plumbing and Heating Company* completed the installation of the new sinks.
- *Hughes Environmental Engineering* completed the repairs on boiler #2.

Book Sale –Christine Gigante

Christine Gigante announced that the next book sale is scheduled for February 10 and 11.

Policies

Technology –Christine Gigante

Christine reported that the new website was well received. Christine also noted that the calendar feature is working well. Miguelina Molina is working on a few glitches that need to be fixed.

Finance Committee –Mario F. Pensa

Mario F. Pensa provided a draft of the Treasurer's report fiscal year 2015-2016 for the Board's review. The final report will be presented at the February Annual Association Meeting of the Board Trustees.

Old Business:

~Long Range Plan – Carol Connell Cannon

No Report.

New Business:

~Budget FY 2017-2018

Donalee Berard presented the 2017-2018 Library budget. Donalee noted that the budget indicates that total income will be \$3,086,680 with tax income set to increase by 1.025% which will raise revenue by \$30,413. Expenses were tightened with a total of \$3,196,809, an increase from last year of \$9,212. To balance the budget the Library will need to use reserves of \$110,129, a decrease of \$20,529 from last year.

Donalee noted that the Library will need to ask for a tax increase of 1.025% plus use reserve funds to balance the budget.

Based upon the review of the proposed 2017-2018 budget expenses from Donalee Berard's report and recommendation of the Finance Committee, the Board is in favor of going out for a budget vote on March 28, 2017 requesting an increase of 1.025% real property tax for the annual support of the Suffern Free Library.

MOTION

Moved by Donalee Berard, seconded by Kathleen J. Hugh to accept the Finance Committee's recommendation. Motion approved unanimously.

President Craig H. Long announced that the Association's Annual meeting is Tuesday, February 28, 2017. Voting for Trustees will take place between 10AM and 8PM in the administration office. Petitions are available in the administration office and are due back by Monday, February 13, 2017. To date 4 candidates have picked up a petition. Craig H. Long and Amy MacKenzie are up for re-election. The President noted that Trustee Joyce A. Nencetti submitted her letter of resignation from the Suffern Free Library Board of Trustees effective February 2017.

Public Comment:

Ben Naylor noted that he is looking forward to the Annual Association Meeting.

MOTION

A motion was made by Donalee Berard, seconded by Christine Gigante to adjourn the meeting at 9:25 p.m. Motion approved unanimously.

Respectfully Submitted,

Christine Gigante
Secretary