

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/MARCH 28, 2017

The regular meeting of the Board of Trustees was held on March 28, 2017
President Craig H. Long called the meeting to order at 8:10 p.m. A quorum was established.

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

Absent and Excused:

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: Karen Bash-Romaner

MOTION

A motion was made by Kathleen J. Hugh, seconded by Donalee Berard, and carried to accept the minutes of the regular meeting of February 28, 2017 as presented. Motion Approved. Abstention: Christine Gigante

Treasurer's Report –Mario F. Pensa

The Treasurer reported from the February's 2017 Cash Balance Sheet and Financial Statement:

- Total Operating Funds decreased \$168,210 at \$3,429,281.
- Reserve Funds: US Bank, debt service fund at \$353,003.
- Total Funds: \$3,815,020.
- Monthly expenses were reported at \$193,250.
- Several sub-areas to monitor that are above average are: Clerical Salaries, Microform Periodicals, Periodicals, Repairs to Building, Insurance, Building and Maintenance contracts, Office Supplies, Travel and Convention, ANSER and Programs.
- Monthly variable income was reported at \$6,170.
- Overall expenses are below budget estimates for this period.

~LED Lighting Project

Current cost avoidance: \$ 15,972

Fiscal year (2016-2017) to date avoidance: \$14,816

MOTION

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

Library Director's Report –Carol Connell Cannon

- Dennis Sullivan, part time Reference Librarian, has accepted a new position in California.
- Jennifer Smith, Head of Children's Services, has begun planning for the Summer Reading 2017 program. This year's theme will be *Make Friends with a Book*.
- Andrew Nico, Adult Reference Librarian, and Jennifer Cohen, YA Reference Librarian, are planning their Summer Reading programs. Their program theme will be *Building a Better World*.
- Miguelina Molina, Community Services Coordinator, is working on the Library's spring newsletter.

- The Wi-Fi upgrade has enabled patrons to access and retain connection on their electronic devices from all areas of the Library.

Committee Reports:

Building and Grounds –Mario F. Pensa

Mario F. Pensa announced that the LED lighting bulbs that needed replacement were installed. Gene Bloxsom of *USA LED* has on order spare items/bulbs.

Book Sale – Carol Connell Cannon

The special preview sale for the Suffern and Sloatsburg Library card holders will take place April 20 for 6:30-8PM. The regular book sale is scheduled for April 21 from 10AM-4PM and April 22 from 10AM-2PM.

Policies

Technology –Christine Gigante, Kathleen J. Hugh

No Report.

Finance Committee –Mario F. Pensa

The Finance Committee is planning to meet on April 6, 2017.

Old Business:

~Long Range Plan – Carol Connell Cannon

Carol is inquiring about Space Planners that can prepare a plan that most effectively utilizes the Library's space. Carol is considering additional young adult space and a larger computer area as part of this project.

New Business:

~Nominating Committee

Michael Minevich, Chair of the Nominating Committee, presented the slate of officers for 2017 as follows:

Craig H. Long, President
Warren E. Berbit, Vice President
Mario F. Pensa, Treasurer
Christine Gigante, Secretary

MOTION

Michael Minevich moved and Kathleen J. Hugh seconded the motion to accept the slate of officers as presented. The motion passed unanimously.

President Craig H. Long turned the Board meeting over to Karen Bash-Romaner, candidate for Trustee in the February 2017 Board of Trustees election. Karen addressed the Board and expressed her interest in serving as a Board of Trustee member for the Suffern Free Library.

The President asked the Board to consider Karen Bash-Romaner to fill the expired vacant seat formerly occupied by Amy Mackenzie. Following a brief discussion, the Board appointed Karen Bash-Romaner to a one year term. Karen will be required to publically run for Trustee in the February 2018 Board of Trustees election for a 2-year term.

MOTION

A motion was made by Kathleen J. Hugh, seconded by Michael Minevich, to appoint Karen Bash-Romaner to fill the expired vacant seat. Motion approved unanimously.

~Conflict of Interest Annual Reaffirmation

The Director asked the members of the Board of Trustees in attendance to sign the Conflict of Interest annual reaffirmation. Those present signed the affirmation.

~Credit Cards

Carol Connell Cannon and Nancy Wendt, Manager of Circulation Services, drafted a credit card proposal for accepting payment by credit card for fines and Suffern owned lost and damaged items. The Board reviewed the proposal and briefly discussed several factors that need to be considered. Further information regarding credit card services will be provided at the next Board meeting.

President Craig H. Long asked for a motion to suspend the meeting for the Budget Vote results.

MOTION

A motion was made by Christine Gigante, seconded by Kathleen J. Hugh to suspend the meeting at 8:55 p.m. for the Budget Vote Results.

President Craig H. Long reconvened the meeting at 9:25 p.m. with the results of the unofficial Budget Vote.

~Budget Vote Results

President Craig H. Long announced the results of the unofficial tally of the Budget Vote:

Suffern Free Library	YES	233	NO	60
Sloatsburg Public Library	YES	85	NO	12

MOTION

A motion was made by Christine Gigante, seconded by Warren E. Berbit to accept the unofficial tally of the Budget Vote. Motion approved unanimously.

MOTION

A motion was made by Christine Gigante, seconded by Kathleen J. Hugh to adjourn the meeting at 9:35 p.m. Motion approved unanimously.

Respectfully Submitted,

Christine Gigante
Secretary