

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/APRIL 25, 2017

The regular meeting of the Board of Trustees was held on April 25, 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, Christine Gigante,
Donalee Berard, Kathleen J. Hugh, Michael Minevich, Ben Naylor, Karen Bash-Romaner

Absent and Excused:

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: Joyce A. Nencetti, Ann Herriott

MOTION

A motion was made by Kathleen J. Hugh, seconded by Ben Naylor, and carried to accept the minutes of the regular meeting of March 28, 2017 as presented. Motion Approved.

President Craig H. Long turned the meeting over to Joyce A. Nencetti and Ann Herriott from the Ramapo Valley Garden Club.

Joyce and Ann presented the Club's proposed plan for revitalizing and beautifying the gardens surrounding the sundial at the front entranceway of the Library.

Ann Herriott presented a detailed garden plant list and a visual layout of the garden for Board review.

Joyce announced that this project is possible due to the generous donation the Ramapo Valley Garden Club received from the Grosselfinger family in memory of their mother, Anna (Val) W. Grosselfinger.

Anna (Val) W. Grosselfinger was an active member of the Garden Club for 58 years, and also a member of the Suffern Free Library Board of Trustees, and supporter of the Library.

The Grosselfinger family and the members of the Garden Club feel the gardens surrounding the sundial would be the perfect area to beautify and pay tribute to Val for the many years of dedicated service she gave to our community. Joyce asked that the Board consider and approve the proposal as presented.

MOTION

A motion was made by Donalee Berard, seconded by Warren E. Berbit, and carried to accept the Ramapo Valley Garden Club's proposed plan for the gardens surrounding the sundial.

Motion approved unanimously.

The Board of Trustees thanked Joyce A. Nencetti, Ann Herriott, the Ramapo Valley Garden club and Dr. Nancy Grosselfinger and the Grosselfinger family for their continuous generosity. The ladies left the meeting at approximately 8:30PM.

Treasurer's Report –Mario F. Pensa

The Treasurer reported from the March 2017 Cash Balance Sheet and Financial Statement:

- Total Operating Funds decreased \$221,157 at \$3,208,124.
- Total Reserve funds at \$385,441.
- Monthly expenses were reported at \$229,109.
- Several sub-areas to monitor that remain above average are Clerical Salaries, Microform Periodicals, Periodicals, Furniture & Equipment, Repairs to Building,

- Office Supplies, Postage, Travel & Convention, and Programs.
- Monthly variable income was reported at \$7,268.
- Overall Expenses are below budget estimates for this period.

~LED Lighting Project

Current cost avoidance: \$17,496

Fiscal year (2016-2017) to date avoidance: \$16,340

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

- Craig Scott, part time Reference Librarian has accepted a full time position at Haverstraw King's Daughters Public Library. Craig Scott will continue to occasionally substitute.
- Delys DeZwaan, part time Reference Librarian will be returning from Australia in May and will possibly pick up Craig's hours.
- The spring newsletter which also includes July events has been mailed.
- Miguelina Molina, Community Services Coordinator, is working on providing statistics regarding the use of website sessions.
- At a recent ANSER meeting led by Grace Riario, Assistant Director at RCLS, noted that the State Division of Library Development (DLD) is addressing implementing new requirements for libraries. Continuing education for Trustees and professional development hours of all staff were some of the several topics of discussion.

Committee Reports:

Building and Grounds –Mario F. Pensa

~LED Lighting Update

Mario F. Pensa reported that currently the 53 LED downlights due to the fluorescent ballasts failing have been replaced. There are 80 LED lights remaining that may need to be replaced. *USA LED Lighting Solutions* will be contacted to review conditions and options to replace all ballasts if necessary and to update any warranty.

Book Sale – Carol Connell Cannon

The April 20-22 book sale netted \$3,734.25 for the Library.

Policies

No Report.

Technology –Christine Gigante, Kathleen J. Hugh

No Report.

Finance Committee –Donalee Berard, Mario F. Pensa

The Finance Committee met on April 6, 2017 to review the Library's finances. Based on the June 2016 Audit, the Treasurer summarized the Library's financial assets, liabilities and investments. The Committee will meet in May to deliberate about planning the Library's long term financial goals.

Old Business:

~Long Range Plan – Carol Connell Cannon

The LRP committee is planning to meet in early May to discuss space planning.

New Business:

~Final Tally of the Budget Vote Results

President Craig H. Long announced the official statement of the March 28, 2017 Budget Vote:

Suffern Free Library:	YES 186	NO 40
Sloatsburg Public Library:	YES 85	NO 12
Total:	YES 271	NO 52

MOTION

A motion was made by Christine Gigante, seconded by Kathleen J. Hugh and carried to accept the Final Tally of the March 28, 2017 Library Budget Vote. Motion approved unanimously.

~Organizational Appointments

President Craig H. Long presented the Organization Appointments for 2017:

- Financial Institutions: M and T, Sterling National Bank, TD Bank, US Bank
- Official Newspapers –Legal Notices: The Journal News and the Rockland County Times
- Attorneys: Balsamo, Byrne, Cipirani and Ellsworth
- Auditors of Library Funds: Fulton, times, Frega, Straubinger & Berlamino, LLC
- Signatories for Library Accounts: Craig H. Long, Warren Berbit, Mario F. Pensa

MOTION

A motion was made by Warren E. Berbit, seconded by Christine Gigante and carried to accept the organizational appointments (listed above) as presented. Motion approved unanimously.

~Credit Cards

Carol Connell Cannon provided the Board with additional information regarding credit card services. Carol asked that the Board review the information and the drafted proposal for accepting credit card payments. Carol recommended that the Board approve this method of payment at the May Board meeting.

~Staff Development Day

Carol Connell Cannon asked the Board to approve closing the Library on Monday, October 30 for a staff development day. This workshop will give staff the opportunity to learn new ideas and perspectives.

MOTION

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner to close the Library on October 30, 2017 for a staff development day. Motion approved unanimously.

MOTION

A motion was made by Mario F. Pensa, seconded by Karen Bash-Romaner to adjourn the meeting at 10 p.m. Motion approved unanimously.

Respectfully Submitted,

Christine Gigante
Secretary