

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

The regular meeting of the Board of Trustees was held on October 24, 2017. President Craig H. Long called the meeting to order at 8:16 p.m. Members and guest made introductions. A quorum was established.

Trustees Present: Craig H. Long, Warren E. Berbit, Mario F. Pensa, Karen Bash-Romaner, Donalee Berard, Michael Minevich, Ben Naylor

Absent and Excused: Christine Gigante

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: Herb Cooper

In absence of Secretary Christine Gigante, the President appointed Karen Bash-Romaner Secretary Pro Tem.

MOTION

A motion was made by Donalee Berard, seconded by Michael Minevich, and carried to accept the minutes of the regular meeting of September 26, 2017 as revised by Vice President Warren E. Berbit.

Abstentions: Craig H. Long, Karen Bash-Romaner

Treasurer's Report –Mario F. Pensa

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

- Operating Funds decreased \$192,278 at \$2,306,959.
- Total Funds: \$2,339,810.
- Monthly expenses were reported at \$196,451.
- Sub-areas to monitor above average are: Clerical, Total Books, Non Books and Museum Passes, Furniture & Equipment, Repairs to Building, and Publicity & Printing.
- Monthly variable income was reported at \$4,743.
- No tax receipts received.
- Currently below and on track with budget.

MOTION

A motion was made by Donalee Berard, seconded by Ben Naylor, and carried to accept the Treasurer's report as presented. Motion approved unanimously.

Library Director's Report –Carol Connell Cannon

- The mobile device charging stations will be available within a month.
- Miguelina Molina, Community Services Coordinator, and Karen Bash-Romaner are planning a bus tour of Orange County wineries for April 2018. Karen will have more information at the next Board meeting.
- Nancy Wendt, Manager of Circulation Services, will be implementing and training staff to accept payment by credit card.
- Staff Development Day is scheduled for October 30, 2017. Presenter Joanne Roukens, Assistant Director for LibraryLinkNJ, will present *True Colors*, a self-awareness program for the staff. The Orange County Sheriff's Department will be presenting an Active Shooter Training for the staff in the afternoon

Committee Reports:

Building and Grounds –Mario F. Pensa

~Wall Repair Project

Mario F. Pensa reported that the Library's Insurance Company has reviewed and accepted *Brooker's Engineering* proposal for the wall repair. The proposal has been signed and delivered to *Brooker Engineering*. Brian Brooker is working on scheduling the repair date.

Mario F. Pensa informed the Board that *USA LED* replaced the defective parking lot lights.

Book Sale –Carol Connell Cannon

- The October 19-21 book sale netted \$3,932.65 for the Library. The next book sale is scheduled for December 8th and 9th.

Policies

Mario F. Pensa noted that he is working on the Library's Asset and Purchasing Policy.

Carol Connell Cannon is reviewing the Library's Study Room Policy.

Technology –Christine Gigante

No Report.

Finance Committee –Mario F. Pensa, Donalee Berard

~Investment Policy

The Finance Committee met with Paul V. Orazio of *Orazio Financial Services* to review the Library's investment portfolio prepared by Paul V. Orazio. Donalee Berard explained in detail the four different portfolios: *Regular, Short Term, Intermediate Term, and Long Term* investment strategies. In addition, Paul V. Orazio will be reviewing and reporting to the Board, at least twice a year, for recommendations. After a long discussion, the Board recommended that Paul V. Orazio attend the November 28th Board meeting for further discussion.

~Audit

Donalee Berard reported on the Library's financial audit as of June 30, 2017 and 2016 as submitted by the Library's auditor, Steven Straubinger.

MOTION

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

Old Business:

~Long Range Plan – Carol Connell Cannon

Carol Connell Cannon reported that she is in contact with an interior designer regarding space utilization.

New Business:

~Paid Family Leave Program

The Director reported that effective January 1, 2018 the PFL will be added to the Library's Disability Benefits policy. Carol explained that employees pay for the PFL through payroll deductions, but employers are not required to collect employee contributions. The Board could make a resolution to provide this as an employer paid benefit. The Board discussed the PFL and the cost to the Library. The Board will discuss options at the next Board meeting.

~RCLS ANSER

Carol Connell Cannon asked that the Board of Trustees approve the proposed 2018 RCLS ANSER (Automation) fee. The fee is based on use of services provided by RCLS. This year the service fee for the Suffern Free Library will increase by \$955.54 for a total of \$2,255.30.

~RCLS 2018 Operating Budget

Carol Connell Cannon asked that the Board of Trustees approve the RCLS 2018 Budget which includes the General Operating portion and the ANSER portion.

MOTION

A motion was made by Donalee Berard, seconded by Warren E. Berbit to accept the RCLS ANSER fee. Motion approved unanimously.

MOTION

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner to approve the RCLS 2018 Budget. Motion approved unanimously.

Public Comment:

No Public Comment.

MOTION

A motion was made by Donalee Berard, seconded by Mario F. Pensa to adjourn the meeting at 9:55 p.m. Motion approved unanimously.

Respectfully Submitted,

Karen Bash-Romaner
Secretary Pro Tem