

SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING/SEPTEMBER 26, 2017

The regular meeting of the Board of Trustees was held on September 26, 2017. Vice President Warren E. Berbit called the meeting to order at 8:10 p.m. A quorum was established.

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

Absent and Excused: Craig H. Long, Karen Bash-Romaner

Staff Present: Carol Connell Cannon  
Madalen Klein

Public Present: No Public Present

**MOTION**

A motion was made by Donalee Berard, seconded by Kathleen J. Hugh, and carried to accept the minutes of the regular meeting of June 27, 2017 as presented.

Treasurer's Report –Mario F. Pensa

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

- Operating Funds decreased \$238,247 at \$2,499,237.
- Total Funds: \$2,532,088.
- Monthly expenses were reported at \$264,038.
- Sub-area to monitor above average is Repairs to Building.
- Monthly variable income was reported at \$15,007.
- No tax receipts received.
- Currently on track with budget.

~Carol Connell Cannon announced that the Library received the 2016-2017 AVON PILOT funds from Ramapo Central School District. We are unsure of the actual PILOT revenue as the school district reduced these funds by the Library's share of small claims and tax certioraris for the prior year. The net amount received was \$5,581.70.

Vice President Warren E. Berbit expressed the opinion that case law did not favor such a unilateral deduction.

The Board asked that in the future, the Suffern Central School District inform the Library Director in advance of any expected deductions, as well as details of the amounts.

**MOTION**

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

Library Director's Report –Carol Connell Cannon

The Director reviewed the following highlights from her report.

- Jennifer Smith, Head of Children's Services and her staff, had a successful Summer Reading Program.
- The Young Adult and Adult Summer Reading Programs received praise from all who participated.

- As part of the Long Range Plan, Amy La Rocca, Head of Adult Reference is inquiring about Mobil device charging stations for the Library.
- The key pad by the employee/delivery entrance was installed on September 9<sup>th</sup>.

Committee Reports:

Building and Grounds –Mario F. Pensa

~*Wall Repair Project*

Mario F. Pensa reported that *Brooker Engineering* assessed the damages on the exterior and interior side of the building caused by the falling tree. The cost for the engineering assessment is \$2,800. *Conserv* will do the repairs; their proposed cost is \$12,611.25 which includes labor, equipment and materials. Mario recommended that this repair be done before the autumn rains.

Mario announced that the Library’s insurance company has received both estimates and pictures of the damages for review.

Vice President Warren E. Berbit prepared a Resolution for Board approval to repair the wall as recommended by Mario F. Pensa.

**RESOLUTION**

**BE IT RESOLVED**, as recommended by the Building and Grounds Committee, that up to the sum of \$20,000 may be expected as based upon the estimate to repair the July 3, 2017 tree damage, time being of the essence to secure the building envelope before inclement weather sets in, subject only to the reaction of the Library’s insurance company, and further recommendation of the Committee as based upon the same.

MOTION: Ben Naylor

SECONDED: Mario F. Pensa

VOTE: All in favor

DATE: September 26, 2017

~*HVAC and Andover Controls Maintenance Agreement Renewal*

Mario F. Pensa discussed in detail the Library’s HVAV system. Mario explained that *Hughes Environmental Engineering* has proposed a new service in the Planned Maintenance Agreement renewal which includes an annual water treatment program for the hot water heating system. This service is optional. Mario explained that the cost to install the new equipment related to the water treatment program in the boiler room will cost \$3,700. The total cost of the annual water treatment agreement will cost \$1,800. The annual maintenance program was revised to be more effective, given the age of the systems near 20 years and issues related to last fall equipment failures, will increase from \$6,932 to \$9,216.

Mario F. Pensa recommended that the Board accept the water treatment program and HVAC maintenance program to help maintain an efficient HVAC system.

MOTION

A motion was made by Kathleen J. Hugh, seconded by Donalee Berard to accept the annual water treatment program. Motion approved unanimously.

#### Book Sale –Carol Connell Cannon

- The August 18 and 19 book sale netted \$3,449.35 for the Library.
- The upcoming preview sale for the Suffern and Sloatsburg Library card holders will be on October 19 from 6:30-8:00PM. The regular book sale will be held on October 20-21.

#### Policies

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

#### Technology –Christine Gigante, Kathleen J. Hugh

No Report.

#### Finance Committee –Mario F. Pensa, Donalee Berard

Mario F. Pensa informed the Board that the Finance Committee met with Paul V. Orazio of *Orazio Financial Services* on July 6<sup>th</sup> to discuss the Library's financial goals and Investment Policy. Paul V. Orazio is working on a financial plan to present to the Board.

#### Old Business:

~Long Range Plan – Carol Connell Cannon

Carol Connell Cannon reported that she will follow-up with potential Architecture and Space Planning firms. The LRP Committee is scheduled to meet in early October.

#### New Business:

No New Business.

#### Other Business:

~Vice President Warren E. Berbit announced that Trustee Kathleen J. Hugh, member of the Board of Trustees has submitted her letter of resignation from the Suffern Free Library Board of Trustees effective September 27, 2017. The Vice President read aloud 'reluctantly' Kathleen's letter of resignation and thanked Kathleen for her many years of service and dedication to the Library.

Trustee Kathleen J. Hugh stated that it has been a privilege serving on the Board of Trustees. She is grateful for having the opportunity to be a member of this Board since 2003.

The Vice President asked for a Board motion to 'reluctantly' accept Kathleen J. Hugh's resignation.

#### MOTION

A motion was 'reluctantly' made by Michael Minevich, seconded by Christine Gigante, and carried to accept Kathleen J. Hugh's resignation from the Suffern Free Library Board of Trustees. Motion approved unanimously.

#### MOTION

A motion was made by Kathleen J. Hugh, seconded by Donalee Berard to adjourn the meeting at 9:30 p.m. Motion approved unanimously.

Respectfully Submitted,

Christine Gigante  
Secretary

