

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/DECEMBER 19, 2017

The regular meeting of the Board of Trustees was held on December 19, 2017.
President Craig H. Long called the meeting to order at 12:15 p.m.

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

Absent and Excused: Ben Naylor

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: No Public Present.

MOTION

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner, and carried to accept the minutes of the regular meeting of November 28, 2017.

Abstention: Mario F. Pensa

Treasurer's Report –Mario F. Pensa

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

- Operating Funds decreased \$185,623 at \$4,194,393.
- Total Funds: \$4,643,179.
- Variable Income was reported at \$7,250.
- Insurance recoveries receipts for tree damage: \$13,108.
- Monthly expenses reported: \$201,261.
- Sub-areas to monitor above average are: Benefits TIAA, Microform Periodicals, Non-Book and Museum passes, Furniture and Equipment, Repairs to Building, Professional Fees and ANSER costs.
- Currently on track within budget.

MOTION

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

Library Director's Report –Carol Connell Cannon

- The Director reviewed the Library's procedure for use of the children's room.
- The winter newsletter was sent to the printer. The budget newsletter will come out sometime in February or early March.

President Craig H. Long requested that the Finance Committee's Report be moved up, and turned the meeting over to Donalee Berard.

Finance Committee –Warren E. Berbit, Mario F. Pensa, Donalee Berard

~Donalee Berard announced that the Finance Committee met on Thursday, December 7, 2017 to begin the budgeting process for the Library's 2018-2019 budget. The Committee will meet again and report to the Board at the January Board meeting.

~The Committee suggested that a Personnel Committee be appointed to review job descriptions, create a salary structure and annually review salaries.

~The Board agreed that the Library's signatories, Craig H. Long, Warren E. Berbit and Mario F. Pensa, also be the signatories for the Library's Investment Portfolio.

Committee Reports:

Building and Grounds –Mario F. Pensa

Mario F. Pensa announced that the outside wall repair will be completed without delay.

Book Sale –Carol Connell Cannon

- The December 8th and 9th book sale netted \$2,221.30 for the Library. Total regular book sales for 2017 netted \$19,888.10.

Policies

~*Procurement Policy*

The procurement policy will be presented to the Board at the January meeting.

Technology –Christine Gigante

No Report.

Old Business:

~*Long Range Plan* – Carol Connell Cannon

No report.

New Business:

~Appointment of Personnel Committee

President Craig H. Long asked for a motion to renew the Library's Personnel Committee with Warren E. Berbit and Karen Bash-Romaner as Co-Chairs, and Michael Minevich as a committee member.

MOTION

A motion was made by Christine Gigante, seconded by Mario F. Pensa, and carried to appoint the following Trustees as members of the Library's Personnel Committee: Warren E. Berbit and Karen Bash-Romaner as Co-Chairs, and Michael Minevich as a committee member.

Motion approved unanimously.

Donalee Berard left the meeting at 12:56 p.m.

Public Comment:

No Public Comment.

MOTION

A motion was made by Christine Gigante, seconded by Mario F. Pensa to adjourn the meeting at 1p.m. Motion approved unanimously.

Respectfully Submitted,

Christine Gigante
Secretary