

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/JANUARY 23, 2018

The regular meeting of the Board of Trustees was held on January 23, 2017.
President Craig H. Long called the meeting to order at 8:10 p.m.

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

Absent and Excused: Carol Connell Cannon, Mario F. Pensa

Staff Present: Madalen Klein

Public Present: Herbert Cooper

MOTION

A motion was made by Christine Gigante, seconded by Donalee Berard, and carried to accept the minutes of the regular meeting of December 19, 2017.

Abstention: Ben Naylor

Treasurer's Report –Donalee Berard

In absence of the Treasurer, Donalee Berard reported from the December 2017 Cash Balance Sheet and Financial Statement:

- Operating Funds decreased \$176,834 at \$4,017,560.
- Total Funds: \$4,466,660.
- Variable Income was reported at \$5,449.
- Monthly expenses reported: \$182,034.
- 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 fiscal budget.

MOTION

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

Library Director's Report –Craig H. Long

Due to the Director's absence, there was not discussion. However, the Director's report was mailed to the Board in advance of this meeting. The President noted that the NYS Annual Report has to be filled by February 5, 2018.

Finance Committee –Warren E. Berbit, Mario F. Pensa, Donalee Berard
No report.

Committee Reports:

Building and Grounds –Mario F. Pensa
No report.

Book Sale –Craig H. Long

- The President reported that the 2017 book sales netted \$25,364.26 for the Library.
- The next regular book sale is scheduled for February 9-10, 2018.

Policies

~Procurement Policy

No report.

Technology –Christine Gigante

No report.

Personnel Committee –Warren E. Berbit, Karen Bash-Romaner, Michael Minevich

The Committee met to review job evaluations and staff compensation. The Committee will report their discussions and decisions when the meeting adjourns to Executive Session.

Old Business:

Budget FY 2018-2019

Donalee Berard announced that the New York State Tax Cap limit for fiscal year 2018- 2019 is 2.13%.

Donalee Berard reported on the Finance Committee’s review of the 2018-2019 Budget. Based upon the review of the proposed budget and recommendation of the Finance Committee, it appears that the Library will need to ask an increase of 2% real property tax for the annual support of the Suffern Free Library.

The Board agreed that if necessary, the Finance Committee will meet on Friday, February 2 at noon, to complete the budget process.

Warren E. Berbit prepared and moved, seconded by Donalee Berard, all in favor of the following Resolution:

BE IT RESOLVED, that the Suffern Central School District present a Proposition to the electorate on March 27, 2018, increasing the amount to be raised by real property taxation for the Library purposes of the Suffern Free Library and the Sloatsburg Public Library, by \$67,618, intended as represents a 2% increase, increasing said sum from \$2,996,180 as it presently is, to \$3,056,104; of said total for the Suffern Free Library and increasing said sum for the Sloatsburg Public Library from \$384,728 to \$392,422.

MOTION

A motion was made by Warren E. Berbit, seconded by Donalee Berard, and carried to accept the Resolution. Motion passed unanimously.

~Long Range Plan – Carol Connell Cannon

No report.

New Business:

~NYS Library Aid

Karen Bash-Romaner informed the Board that Governor Cuomo’s 2018-2019 Executive Budget is proposing cutting State Aid to libraries and library systems by \$4 million. This will affect RCLS by approximately \$73,000 and impact member libraries.

Public Comment:

No Public Comment.

The President asked for a motion to adjourn the regular meeting at 8:45 p.m. to go into executive session to discuss the compensation of key personnel including the Library Director.

MOTION

A motion was made by Warren E. Berbit, seconded by Michael Minevich, to begin an executive session at 8:45 p.m. at which time Herbert Cooper and Madalen Klein left the meeting.

MOTION

A motion was made by Ben Naylor, seconded by Karen Bash-Romaner, to end the executive session at 10:12 p.m.

MOTION

A motion was made by Christine Gigante, seconded by Donalee Berard to adjourn the meeting at 10:12 p.m.

Respectfully Submitted,

Christine Gigante
Secretary