

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/FEBRUARY 27, 2018

The regular meeting of the Board of Trustees was held on February 27, 2018.
President Craig H. Long called the meeting to order at 9:06 p.m.

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

Absent and Excused: Christine Gigante

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: William S. Gould 3rd, Jean R. Gould

In absence of Secretary Christine Gigante, President Craig H. Long appointed Donalee Berard
Secretary Pro Tem.

MOTION

A motion was made by Ben Naylor, seconded by Donalee Berard, and carried to accept the
minutes of the regular meeting of January 23, 2018.

Treasurer's Report –Mario F. Pensa

The Treasurer reported from the January 2018 Cash Balance Sheet and Financial Statement:

- Operating Funds decreased \$253,044 at \$3,764,151.
- US Bank-Debt Service fund paid out \$57,104 leaving \$359,144.
- Total Funds: \$4,156,530.
- Variable Income reported at \$13,556.
- Monthly expenses reported: \$284,948.
- Sub-area to monitor above average – Benefits TIAA, Microform Periodicals, Non-Book and Museum passes, Furniture and Equipment, Repairs to Building Professional Fees and ANSER costs.
- Currently operating expenses are below fiscal budget estimates.

~LED Lighting Project

Current cost avoidance: \$15,830

Fiscal year (2016-2017) to date avoidance: \$19,698

MOTION

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

Library Director's Report –Carol Connell Cannon

- The NYS Annual Report was completed and submitted on Friday, February 9, 2018.
- The 2018 budget newsletter was mailed. The spring newsletter is in progress and will cover the months of May, June and July.
- Amy La Rocca, Head of Adult Reference, updated the Library's Public Accident Report.
- The new Express Book service is a success.
- The Director noted upcoming meetings, programs and workshops she will be attending at the various libraries.

Committee Reports:

Building and Grounds –Mario F. Pensa

Mario F. Pensa reported that *Hughes Environmental Engineering* serviced the Library's HVAC system. Hughes provided and installed a new chemical pot feeder and filter in the boiler room. Hughes will be testing and monitoring the system to insure that it stays clean.

Book Sale –Carol Connell Cannon

The February 9-10 regular book sale netted \$3,278.10 for the Library. The special preview sale for the Suffern and Sloatsburg Library card holders will take place April 19 from 6:30-8PM. The regular book sale is scheduled for April 20 from 10AM-4PM and April 21 from 10AM-2PM.

Policies

~*Procurement Policy*

The Committee is working on a *Procurement Policy*.

Technology –Christine Gigante

No report.

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

Mario F. Pensa reported that \$1,850,000 was invested with Orazio Financial Services in accordance with the Library's Investment Policy.

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

No report.

Old Business:

Budget FY 2018-2019

Donalee Berard presented the 2018-2019 Library budget. The budget indicates that total income will be \$3,154,693 with tax income set to increase by 2% which will raise revenue by \$59,954. Budgeted expenses total \$3,205,605, an increase from last year of \$8,796. To balance the budget the Library will need to use reserves of \$50,912, a decrease of \$59,217 from last year.

MOTION

A motion was made by Donalee Berard, seconded by Herb Cooper to approve the 2018-2019 Library Budget. Motion approved unanimously.

~President Craig H. Long thanked the Director and Finance Committee for their work on the budget.

New Business:

~President Craig H. Long appointed Herb Cooper to serve as Chair of the Nominating Committee to present a slate of officers at the March Board Meeting. Herb Cooper accepted.

~Carol Connell Cannon presented and briefly discussed the 2017 *NYS Annual Report for Public and Association Libraries* and asked for Board approval.

MOTION

A motion was made by Donalee Berard, seconded by Herb Cooper and carried to accept the 2017 *NYS Annual Report for Public and Association Libraries* as presented. Motion approved unanimously.

Public Comment:
No Public Comment.

MOTION

A motion was made by Donalee Berard, seconded by Herb Cooper to adjourn the meeting at 9:56 p.m.

Respectfully Submitted,

Donalee Berard
Secretary Pro Tem