

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

The regular meeting of the Board of Trustees was held on March 27, 2018.
President Craig H. Long called the meeting to order at 8:04 p.m. A quorum was present.

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

Absent and Excused:

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: No Public Present

MOTION

A motion was made by Herb Cooper, seconded by Donalee Berard, and carried to accept the minutes of the regular meeting of February 27, 2018.

Abstention: Christine Gigante

Treasurer's Report –Mario F. Pensa

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

- Operating Funds decreased \$2,039,287 at \$1,725,230.
- \$1,850,000 was transferred to National Financial Services in accordance with *Orazio Financial Services* agreement.
- US Bank-Debt Service fund is at \$359,173.
- Total Funds: \$ 3,954,156.
- Variable Income reported at \$ 7,275.
- Monthly expenses reported: \$ 197,333.
- Sub-area to monitor above average – Benefits TIAA/Disability/Health, Microform Periodicals, Electronic Resources, Non-Book and Museum passes, Repairs to Building, Services Contracts, Furniture and Equipment, Professional Fees.
- Currently operating expenses average run rate is at \$210,950 per month (excluding USB).
- At the current average monthly expense rate we are presently 8.9% under budget.

MOTION

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

Library Director's Report –Carol Connell Cannon

The Director reviewed the following highlights of her report.

- At the March 27, 2018 meeting, the RCLS ANSER Committee (the automated system) presented an overview of the ANSER borrowing rules. The rules for borrowed materials will switch from the owning library to the lending library.
- The Book-a-Librarian service continues to be a success.
- The new Express Book collection has been expanded with more new titles.

Committee Reports:

Building and Grounds –Mario F. Pensa

Mario F. Pensa reported that *Hughes Environmental Engineering* submitted a proposal for replacing the damaged barometric damper. Carol Connell Cannon approved the proposal.

Carol Connell Cannon announced that *Dave MacKenzie Landscape* took down and removed the damaged trees by the employee parking. Dave will be starting spring cleanup.

Book Sale –Carol Connell Cannon

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

~*Purchasing Policy*

The Committee is working on a *Purchasing Policy*.

Technology –Christine Gigante

No report.

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

No report.

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

No report.

Old Business:

Long Range Plan

Carol Connell Cannon reported that the LRP Committee will be meeting early in April to discuss possible floor plans by the Reference area.

New Business:

~Nominating Committee Report

Herb Cooper, Chair of the Nominating Committee, presented the slate of officers for 2018 as follows:

Craig H. Long, President
Warren E. Berbit, Vice President
Mario F. Pensa, Treasurer
Christine Gigante, Secretary

MOTION

Herb Cooper moved and Michael Minevich seconded the motion that the above officers serve in their current positions. Motion approved unanimously.

~Organizational Appointments

President Craig H. Long presented the Organizational Appointments for 2018:

- Financial Institutions: M and T, Sterling National Bank, TD Bank, US Bank, National Financial Services LLC
- Official Newspapers –Legal Notices: The Journal News, Rockland County Times, Our Town
- Attorneys: Balsamo, Byrne, Cipriani and Ellsworth
- Auditors of Library Funds: Fulton, Menfi, Frega, Straubinger & Berlamino, LLC
- Signatories for Library Accounts: Craig H. Long, Warren E. Berbit, Mario F. Pensa

MOTION

Warren E. Berbit moved and Christine Gigante seconded the motion that the above Organizational Appointments be accepted with the exclusion of the Auditors of Library Funds. Motion approved unanimously.

MOTION

Ben Naylor moved and Warren E. Berbit seconded the motion that Carol Connell Cannon compose an RFP (Request for Proposal) to potential accounting firms for the Library’s yearly audit. Motion approved unanimously.

~Conflict of Interest Annual Review

The Director asked the members of the Board of Trustees in attendance to sign the Conflict of Interest annual reaffirmation. Those present signed the affirmation.

President Craig H. Long asked for a motion to suspend the meeting for the Budget Vote results.

MOTION

A motion was made by Christine Gigante, seconded by Herb Cooper to suspend the meeting at 9:05 p.m. for the Budget Vote results.

President Craig H. Long reconvened the meeting at 9:31 p.m. with the results of the unofficial Budget Vote results.

~Budget Vote Results

President Craig H. Long announced the results of the unofficial tally of the Budget Vote:

Suffern Free Library	YES 181	NO 26
Sloatsburg Public Library	YES 74	NO 3

MOTION

A motion was made by Herb Cooper, seconded by Michael Minevich to accept the unofficial tally of the Budget Vote. Motion approved unanimously.

MOTION

A motion was made by Christine Gigante, seconded by Karen Bash-Romaner to adjourn the meeting at 9:33 p.m. Motion approved unanimously.

Respectfully Submitted,

Christine Gigante
Secretary