

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/APRIL 24, 2018

The regular meeting of the Board of Trustees was held on April 24, 2018.
President Craig H. Long called the meeting to order at 8:07 p.m. A quorum was present.

Trustees Present: Craig H. Long, Warren E. Berbit, Mario F. Pensa, Christine Gigante,
Donalee Berard, Herb Cooper, Michael Minevich

Absent and Excused: Karen Bash-Romaner, Ben Naylor

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: Kathleen Femiani

MOTION

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

Treasurer's Report –Mario F. Pensa

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

- Operating Funds decreased \$200,251 at \$1,524,709.
- US Bank-Debt Service fund is at \$ 359,505.
- Total Reserve Fund increased \$3,149.
- Total Funds is at \$3,756,783.
- Variable Income reported at \$6,205.
- Income from Fines and Fundraising are lagging 12-29%.
- Monthly expenses reported: \$241,641.
- Sub-area to monitor above average – Clerical, Benefits TIAA/Disability/Health, Microform Periodicals, Electronic Resources, Non-Book and Museum passes, Repairs to Building, Services Contracts, Furniture and Equipment, Professional Fees, Publicity and Printing, Rental Maintenance costs.
- Currently operating expenses average run rate is at \$214,360 per month (excluding USB).
- At the current average monthly expense rate we are presently near 7.5% under 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 following highlights of her report.

- The free 2018 AARP Tax Aide service offered to the community was a success. Esther Hyman, coordinator of the service thanked the staff for their support.
- In honor of Library Week, the *Ramapo Retired Teachers Chapter/RTA* made their annual donation of two children's books selected by Jennifer Smith, Head of Children's Services.
- Nancy Wendt, Manager of Circulation Services, added 3 new museums to our list of museum passes.

Committee Reports:

Building and Grounds –Mario F. Pensa

Mario F. Pensa asked the Board of Trustees to review the drafted mechanical maintenance document and provide any comments or revisions.

Carol Connell Cannon reported that the technician from *Hughes Environmental Engineering* noted that one of the actuators in the HVAC system is not working properly, causing a damper banging noise by the audio/visual section of the Library. The technician will be installing a new actuator.

Carol Connell Cannon mentioned that 3 ornamental trees by the employee parking area had to be taken down due to weather damages.

Book Sale –Carol Connell Cannon

- The special preview sale of April 19 netted \$823.20 and the regular book sale of April 20-21 netted \$2,795.35. Total \$3,618.55. The next book sale is scheduled for June 15 and 16.
- Craig H. Long noted that the book sale volunteers work hard and provide a “great service” for the Library.

Policies

~*Purchasing Policy*

The Committee is reviewing the *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 she will be meeting with Barbara Corwin, an Architect from Cornwall-on-Hudson, for a grand tour of the Library, and possibly discuss the Library’s LRP regarding space utilization.

New Business:

~Final Tally of the Budget Vote Results

President Craig H. Long announced the official statement of the March 27, 2018 Budget Vote:

Suffern Free Library	YES 181	NO 26
Sloatsburg Public Library	YES 74	NO 3
Total:	YES 255	NO 29

MOTION

A motion was made by Donalee Berard , seconded by Michael Minevich to accept the Final Tally of the March 27, 2018 Library Budget Vote. Motion approved unanimously.

Other Business:

~Herb Cooper presented the possibility of holding the Library Budget Vote and the Suffern Central School District Budget Vote on the same day. After a lengthy discussion it was decided to hold separate Budget Votes. However, President Craig H. Long noted that next year, the Board can reconsider and discuss the possibility of combined Budget Votes.

~Vice President Warren E. Berbit stated that traditionally the reason for presenting the Library Budget Vote separately from the School Budget Vote is to differentiate between the two entities. The Vice President noted that he supports a separate vote.

~Vice President Warren E. Berbit stated that he will be meeting at the Library with an entrepreneur to discuss ideas about possibly reopening the Library's café.

~Donalee Berard announced that the *Suffern NY Rotary Club* was inquiring if the Library has a defibrillator in the building, and if not, they would like to donate one. Carol Connell Cannon noted that the Library does have a defibrillator and having a second device would be a good idea. Donalee commented that although defibrillators are failsafe and will guide the user on how to use them, providing proper training for the staff can be a benefit. Donalee also noted that instead of a defibrillator, the *Suffern NY Rotary Club* can donate an assistive listening device.

Public Comment:

Kathleen Femiani thanked the Board for welcoming her and announced that she would like to occasionally attend the Board meetings.

MOTION

A motion was made by Herb Cooper, seconded by Christine Gigante to adjourn the meeting at 9:00p.m. Motion approved unanimously.

Respectfully Submitted,

Christine Gigante
Secretary