

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

The regular meeting of the Board of Trustees was held on October 23, 2018.  
President Craig H. Long called the meeting to order at 8:05 p.m. A quorum was present.

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

Absent and Excused: Michael Minevich

Staff Present: Carol Connell Cannon  
Madalen Klein

Public Present: No Public Present

**MOTION**

A motion was made by Mario F. Pensa, seconded by Donalee Berard, and carried to accept the minutes of the regular meeting of September 25, 2018.

Abstentions: Warren E. Berbit, Christine Gigante

Treasurer's Report –Mario F. Pensa

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

- Operating Funds decreased at \$197,434.
- Total Operating Funds were reported at \$587,361.
- Reserve Funds reported at \$1,920,033.
- Total Funds reported \$2,507,394.
- Variable Income reported \$4,726 (largely due to fines, commissions, lost books and gifts)
- Monthly Expenses reported: \$202,058.

As related to current withheld Suffern School District funding, Operating Funds spending should be monitored closely and limited until funding is received.

Based on current initial quarter spending of \$678,637 there remains available \$171,363 until the end of October 2018 meeting budget expectations.

**MOTION**

A motion was made by Erb Cooper, seconded by Karen Bash-Romaner, 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 Staff Development Day workshop of October 15, 2018 was about *Cross-Cultural Communication*. Presenter Patty Sanchez Franco of *Learning Dynamics* led an informative training program for staff.
- The electronic device in the security gates that is used to count the number of people traversing stopped working temporarily in the middle of September. The repair was done in early October, therefore, door counter numbers for September and October are estimates based on circulation and statistics from 2017. November's numbers will be accurate.

- Through an Executive Order by Governor Cuomo, all employers (public and private) must adopt a policy for sexual harassment. Carol handed out the RCLS policy as a model for Board review.

Karen Bash-Romaner added that employers are also required to implement annual sexual harassment preventive training to all employees.

#### Committee Reports:

Building and Grounds –Mario F. Pensa

~HVAC System

Mario F. Pensa reported that he reviewed the Hughes Environmental Engineering maintenance agreement for 2019. Mario recommends that the agreement be accepted for a year until ready for competitive bidding. Mario announced that the RFP (Request for Proposal) to potential HVAC companies is complete.

~Fire Alarm System

Mario F. Pensa informed the Board that the fire inspection report indicates that the fire alarm control panel might have to be replaced.

~Sewer Pumps

Mario F. Pensa noted that although *Septic Solutions* pumped the septic tanks, and *All Bright Electric* found no short, the septic alarm has been going off which indicates the problem has not been resolved. Mario discussed possible causes and is working on determining the problem.

Book Sale –Carol Connell Cannon

The Preview sale of October 11, netted \$579.50 and the Regular sale October 12-13 netted \$2,283.25 for the Library. Total book sales netted \$2,862.75.

President Craig H. Long thanked Joyce Nencetti, and volunteers for their continued support of the Library and effort organizing the book sales.

#### Policies

~*Purchasing Policy*

Mario F. Pensa will review the Board's revisions to the Purchasing Policy and report at the next Board meeting.

Technology –Christine Gigante

Christine Gigante reported that she and Miguelina Molina, Community Services Coordinator, discussed *Skedda*, an online room booking system that helps manage room reservations. Christine noted that the Library's website has an option for room reservations under *Meeting Rooms*. The website under *Calendar of Events* shows availability of rooms before submitting a room reservation online.

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

Mario F. Pensa announced that the committee will schedule a budget meeting in November.

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

Karen Bash-Romaner stated that the committee met October 3, 2018. The committee is working on evaluations.

Old Business:

~*Long Range Plan*

Carol Connell Cannon reported that the LRP Committee has an inspiration board for each space in the Library that was given to Barbara Corwin the Architect from Cornwall-on-Hudson. The next step is for the Board and LRP Committee to meet with the Architect for a presentation.

New Business:

~Audit FY 2017-2018

Donalee Berard reported on the finance committee's review of the Library's financial audit of June 30, 2018 and 2017 as submitted by the Library's auditor, Steven Straubinger. President Craig H. Long noted that the Supplemental section of the audit, *Schedules of Support and Revenue*; Support line #1 *Ramapo School District* be changed to read *Suffern Central School District*. Support line #2 *Villages of Suffern and Hillburn* be changed to read Village of Hillburn. (Omit Village of Suffern)

~TIAA

Donalee Berard announced that the Library's 403 (b) retirement plan documents must be updated to reflect changes in the laws affecting the plan. Donalee noted that document update is required by the DOL and the IRS. Carol Connell Cannon will be contacting TIAA, the Library's retirement provider to start the process. Donalee recommends that the Library consider looking into different retirement plan providers that might be more beneficial to employees.

~Budget Vote

President Craig H. Long asked the Board to consider a date for the Suffern Free Library's 2019 Budget Vote. After a brief discussion, the Board agreed to hold a Budget Vote on March 26, 2019.

~Orazio Financial Services

Mario F. Pensa informed the Board that he contacted Paul V. Orazio, the Library's financial advisor, to schedule a meeting. Paul will be attending a Board meeting soon to present updates and review goals and progress.

~Mario F. Pensa announced that he is grateful that Donalee Berard is on the Board of Trustees.

~December's Board Meeting

The President asked the Board to change the regularly scheduled December 25<sup>th</sup> meeting to December 18<sup>th</sup> at noon, due to the holidays.

~Holiday Schedule 2019

The Board reviewed the 2019 Holiday schedule as submitted by Carol Connell Cannon.

## **MOTION**

A motion was made by Donalee Berard, seconded by Ben Naylor, and carried to accept the Suffern Free Library's 2017-2018 Financial Audit, with the amended changes. Motion approved unanimously.

## **MOTION**

A motion was made by Donalee Berard, seconded by Erb Cooper, and carried to update the Library's 403 (b) retirement plan documents as required by the DOL and the IRS. Motion approved unanimously.

**MOTION**

A motion was made by Donalee Berard, seconded by Christine Gigante, and carried to hold a Budget Vote on March 26, 2019. Motion approved unanimously.

**MOTION**

A motion was made by Donalee Berard, seconded by Christine Gigante, and carried to change the regular scheduled December 25<sup>th</sup> meeting to December 18<sup>th</sup> at noon, due to the holidays. Motion approved unanimously.

**MOTION**

A motion was made by Donalee Berard, seconded by Christine Gigante, and carried to approve the 2019 Holiday schedule as submitted. Motion approved unanimously.

**MOTION**

A motion was made by Ben Naylor, seconded by Donalee Berard to adjourn the meeting at 9:31p.m. Motion approved unanimously.

Respectfully Submitted,

Christine Gigante  
Secretary