

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/JANUARY 22, 2019

The regular meeting of the Board of Trustees was held on January 22, 2019.
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, Donalee Berard,
Erb Cooper, Michael Minevich, Ben Naylor

Absent and Excused: Christine Gigante, Karen Bash-Romaner,

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: Paul V. Orazio, Louis D. Orazio II of *Orazio Financial Services*
Barbara Corwin, Meghan Corwin, Architects
Yashar Yaslowitz

In absence of Christine Gigante, President Craig H. Long appointed Ben Naylor
Secretary Pro Tem.

President Craig H. Long welcomed guests to the regular scheduled meeting of the Board of
Trustees.

The President changed the order of the Agenda and turned the meeting over to Paul V. Orazio
and Louis D. Orazio to present the Library's 2018 investment performance. Louis D. Orazio
reviewed in detail the performance of the three sections or buckets of the portfolio. At this
time the portfolio is satisfactory and he does not recommend any allocation changes.
Paul V. Orazio assured the Board that *Orazio Financial Services* is in compliance with the
Library's Investment Policy Statement and will continue to monitor the Library's investments
and provide periodic updates to review goals and progress.

President Craig H. Long and the Board of Trustees thanked *Orazio Financial Services* for their
presentation. Paul V. Orazio and Louis D. Orazio left the meeting at 8:30 p.m.

President Craig H. Long turned the meeting over to Barbara Corwin and Meghan Corwin.

Barbara Corwin presented a detailed description of the architectural services she has provided
to date. Barbara noted that the displayed inspiration boards she designed came from ideas and
images that the LRP Committee and staff shared with her. Based on the LRP Committees'
ideas, Barbara suggested that before doing any major construction or financial commitment,
the Board should consider other options. Barbara recommended using a temporary modular
structure as a computer lab or tutor room as a trial. Barbara noted that a modular room is
functional, simple to install, and can be easily moved to new locations as situations dictate and
can also minimize costs.

Mario F. Pensa added that the LRP Committee review Barbara Corwin's proposal and
prioritize the recommended plans.

Ben Naylor suggested that Barbara Corwin provide the scope of work and estimated total cost
for each project the LRP Committee recommends for Board Review.

Donalee Berard noted that the Board should review the design concept and purpose of each project and decide when and what has to be done to accomplish it.

Michael Minevich announced that he will join the LRP Committee to help with the projects.

The Board thanked Barbara Corwin and Meghan Corwin for their time and presentation. Barbara Corwin and Meghan Corwin left the meeting at 9:42 p.m.

MOTION

A motion was made by Mario F. Pensa, seconded by Donalee Berard, and carried to accept the minutes of the regular meeting of December 18, 2018 with the following amendment noted by Erb Cooper, regarding the Sexual Harassment Policy discussed by the Board at the December 18, 2018 meeting. Amendment to be added to Old Business is the following motion:

MOTION

A motion was made by Warren E. Berbit, seconded by Donalee Berard to approve the RCLS proposed Sexual Harassment Policy, as a starter subject to modification. Motion approved unanimously.

Abstentions: Ben Naylor

Treasurer's Report –Mario F. Pensa

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

- Operating Funds decreased \$190,490.
- Total Operating Funds were reported at \$2,305,947.
- Reserve Funds were reported at \$2,254,253.
- NFS Funds were reported at \$1,798,185.
- Total Funds reported \$4,560,200.
- Variable Income reported \$7,931.
- Pilot Fund Income of \$6,589 remains in question if funds will be turned over to the Library by Suffern Central School District.
- Income from fines, interest, rentals, gifts and membership are low, but average for this time of the year.
- Monthly expenses reported: \$199,661.
- Above average expenses are: TIAA, Workers Comp, Total Books, Electronic Resources, Serials, Non Books, Museum Passes, Professional Fees, Rental, and Programs.

Presently overall operating expenditures are running below budget estimates this mid-year period.

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 Director reviewed the following highlights of her report.

- In 2018, circulation of materials exceeded the 2017 circulation by 13,000. However, the door count in 2018 was below the 2017 figure. Erb Cooper pointed out that the September and October 2018 door count numbers were estimates because the electronic device in the security gates that is used to count the number of people passing through stopped working temporarily mid-September through October.
- Library Advocacy Day in Albany is February 27, 2019. Carol invited the Board of Trustees to attend in support of libraries.

- Carol Connell Cannon contacted BRiDGES, an organization that advocates on behalf of people with disabilities, to do an evaluation of the Library. The report listed items which are not compliant with the ADA standards and provided recommendations which will bring the Library up to code.
- Carol Connell Cannon announced that she has been working on the Annual State Report which is due on February 1, 2019.

Committee Reports:

Building and Grounds –Mario F. Pensa

~HVAC System

Mario F. Pensa announced that the new boiler will be delivered this week.

~Sewer Alarm

Mario F. Pensa informed the Board that the intermittent alarm triggering was caused by bad floats. Mario noted that *Rapid Pump* replaced 2 floats.

~Lights

USA LED repaired the parking lot lights and replaced a number of lights in the building. Mario noted that the warranty is only for the lighting, and does not include the labor.

Mario F. Pensa commented that Jack Sciranka’s monthly building report is informative and helps keep him up-to-date with issues related to the building.

Book Sale –Carol Connell Cannon

The next regular book sale is scheduled for February 15 and 16.

Policies

~*Purchasing Policy*

Carol Connell Cannon announced that the Purchasing Policy that was emailed to the Board is the corrected and approved version.

Technology –Christine Gigante

No Report

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

Donalee Berard announced that the Finance Committee and Personnel Committee will report under New Business as it relates to the Budget FY 2019-2020.

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

Under New Business

New Business:

~Budget FY 2019-2020

Donalee Berard presented Version Six of the 2019-2020 Library budget. The budget indicates that total income will be \$3,202,926 with tax income set to increase by 1.99%, which is below the tax cap of 2%, and will raise revenue by 61,122. The salary line will increase by \$33,490 which includes 2% raises and merit increases. Donalee noted that the Library will not be receiving PILOT funds in the amount of \$11,727, due to tax certiorari. Donalee proposed that Professional Fees increase from 28,000 to \$68,000, an increase of \$40,000 to implement the LRP.

Donalee Berard announced that the annual letter to the Suffern Central School District requesting a Budget vote on March 26, 2019, and the amount of support for the Suffern Free Library and Sloatsburg Public Library, will be delivered in time to appear on the Suffern Central School's Board agenda.

Donalee Berard informed the Board that the Personnel Committee wants to have a meeting with Carol Connell Cannon to confirm merits.

MOTION

A motion was made by Donalee Berard, seconded by Mario F. Pensa, and carried to amend Version Six of the FY 2019-2020 drafted Budget to a revised draft, Version Seven FY 2019-2020, to include revisions to Professional Fees and revisions to indicate that the Pilot Funds will not be received due to tax certiorari. Version Seven will be presented to the Board at the next meeting. Motion approved unanimously.

Public Comment:

Yashar Yaslowitz addressed the Board and shared some of his ideas on ways to improve the Library and reach non-users. Yashar proposed the following ideas:

- ~Post Library statistics on the website.
- ~Improve the Library's website by making it easy to find and navigate.
- ~Re-design the website to promote events.
- ~Post the Library's By-Laws.
- ~Offer live chat services with librarians.
- ~Post photos of current Board members with their biographies as well as their terms of office.
- ~Post a list of past Directors.
- ~Inform and update users about the progress of the LRP.
- ~Tune the piano often so it stays in tune.
- ~Re-affirm the Conflict of Interest policy for Board members.

Yashar Yaslowitz announced that he would like to run for a seat in the 2019 Board of Trustees election.

MOTION

A motion was made by Ben Naylor, seconded by Erb Cooper to adjourn the meeting at 10:48 p.m.

Respectfully Submitted,

Ben Naylor
Secretary Pro Tem