

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/APRIL 23, 2019

The regular meeting of the Board of Trustees was held on April 23, 2019.
President Craig H. Long called the meeting to order at 8:03 p.m. A quorum was present.

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

Absent and Excused: Erb Cooper, Ben Naylor

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: No Public Present

MOTION

A motion was made by Christine Gigante, seconded by Donalee Berard, and carried to accept the minutes of the regular meeting of March 26, 2019. Motion carried.

Abstentions: Warren E. Berbit, Karen Bash-Romaner

Treasurer's Report –Mario F. Pensa

The Treasurer reported from the March 2019 Cash Balance Sheet and Financial Statement:

- Operating Funds decreased \$186,325.
- Total Operating Funds were reported at \$1,650,139.
- Reserve Funds were reported at \$2,294,181.
- NFS Investment Funds were reported at \$1,889,596.
- Total Funds reported \$3,944,319.
- Variable Income reported \$7,083.
- Income from Fines and Fundraising are below estimates.
- Pilot Fund Income of \$6,589 remains in question if funds will be turned over to the Library by Suffern Central School District.
- Monthly Expenses reported: \$190,523.
- Expenses above estimates are as follows: Clerical Salaries, Disability, Total Books, Electronic Resources, Museum Passes, Building Services, Professional Fees, Rental, Repairs and Programs.
- Overall, total monthly average expenses are in line or below estimated budget.

MOTION

A motion was made by Donalee Berard, 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 NYS FY 2019-2020 Budget passed. Carol summarized the Budget as reported by New York Library Association: Total State Library Aid, despite proposed cuts, was secured at: \$96.6M. Proposed Capital Funding cuts of \$20M passed, consequently from \$34M back to \$14M.
- The 2020 Census will be available primarily online. Carol noted that funds for training Librarians to assist people participating in the Census through technology resources, is part of the NYS Budget, and funds will be dispersed to libraries by the Empire State Development Corporation.

- Amy La Rocca, Head of Adult Reference and Cheryl McNeil, part time Reference Librarian, are weeding the Reference collection as most reference materials are now available online.
- The free 2019 AARP Tax Aide service offered to the community was a success. Esther Hyman, coordinator of the service thanked the staff for their support.
- Amy La Rocca and Nancy Wendt attended the sexual harassment training at Westchester Library System. Amy and Nancy will be preparing an in house training for the staff.

Karen Bash-Romaner announced that RCLS will be offering sexual harassment training for Directors and Trustees at RCLS on May 1st.

- Carol Connell Cannon announced that in appreciation for the staff and in celebration of National Library Week, the Department Heads planned and funded a breakfast for the staff.
- Carol Connell Cannon informed the Board that Finkelstein Memorial Library is considering joining ANSER. However, a decision has not been made yet. Carol will keep the Board informed.
- The LARC Conference was a success.

Donalee Berard questioned the accuracy of the circulation totals and the door count numbers from February to March, noticing a significant change. Karen Bash-Romaner pointed out that circulation totals have greatly increased mostly due to automatic renewals that RCLS provides on materials that are not on hold. Carol Connell Cannon added that Overdrive downloads have also contributed to the increase in circulation. Carol noted that the numbers for the door count are recorded by the electronic device in the security gates, and those are the numbers she uses for the report.

Committee Reports:

Building and Grounds –Mario F. Pensa

~Parking Lot

Mario F. Pensa stated that he is waiting for recommendations of contractors for quotes. Mario is requesting a detailed scope of work that includes and specifies the type of crack filler that will be used. Mario emphasized that the potential contractor must be sure that ‘no crack is left open, every crack must be filled’. Carol will provide proposals from two different contractors.

~Lights

Mario F. Pensa reviewed Jack Sciranka’s building report. Currently, there is one parking lot light out and three lights that need to be replaced inside the building. Carol Connell Cannon will contact USA LED to schedule service.

Mario F. Pensa contacted Dave MacKenzie regarding the outside caulking that is needed in various areas of the building.

Mario F. Pensa mentioned that he appreciates Jack Sciranka’s monthly building report.

Book Sale –Carol Connell Cannon

The special preview sale for the Suffern and Sloatsburg Library card holders is scheduled for May 2 from 6:30-8PM. The regular book sale is scheduled for May 3 from 10AM-3PM and May 4 from 10AM-2PM.

Policies

No Report

Finance Committee –Warren E. Berbit, Mario F. Pensa, Donalee Berard
No Report

Personnel Committee –Warren E. Berbit, Karen Bash-Romaner, Michael Minevich,
Ben Naylor
No Report

Café Committee –Donalee Berard, Ben Naylor

The Board had the opportunity to review the café proposal from BRiDGES. Donalee Berard recommends that the Café Committee have a meeting with Carlos Martinez, of BRiDGES to discuss the proposal.

Old Business:

Long Range Plan

Carol Connell Cannon and Christine Gigante presented a detailed visual outline of the scope of work; all tasks/projects listed in priority order, and explained the LRP project objectives.

Donalee Berard noted that the next step would be to collaborate with the architect to discuss what the Library needs and how to proceed. Donalee stated that the Committee’s aim should be focused on the project objectives and expected outcomes, not the cost. Once the expectations are clear and agreed-upon, and the Committee and architect know exactly what needs to be done, then the cost will be addressed.

President Craig H. Long asked to adjourn the meeting for executive session to discuss personnel.

MOTION

A Motion was made by Christine Gigante, seconded by Karen Bash-Romaner and carried to begin executive session at 9:09 p.m. Madalen Klein left the meeting at 9:09 p.m.

President Craig H. Long asked for a motion to reconvene the regular meeting at 9:43 p.m.

MOTION

A motion was made by Christine Gigante, seconded by Michael Minevich and carried to reconvene the regular meeting at 9:43 p.m.

New Business:

Budget Vote results

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

Suffern Free Library	YES	191	NO	18
Sloatsburg Public Library	YES	68	NO	7

MOTION

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner to accept the unofficial tally of the Budget Vote.

MOTION

A motion was made by Christine Gigante, seconded by Donalee Berard and carried to adjourn the meeting at 9:47 p.m.

Respectfully Submitted,

Christine Gigante
Secretary

