

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/MAY 28, 2019

The regular meeting of the Board of Trustees was held on May 28, 2019.
President Craig H. Long called the meeting to order at 8:05 p.m. A quorum was present.

Trustees Present: Craig H. Long, Mario F. Pensa, Karen Bash-Romaner, Donalee Berard,
Michael Minevich, Ben Naylor

Absent and Excused: Warren E. Berbit, Erb Cooper, Christine Gigante

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: No Public Present

In absence of Christine Gigante, President Craig H. Long appointed Karen Bash-Romaner
Secretary Pro Tem.

MOTION

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner, and carried to
accept the minutes of the regular meeting of April 23, 2019 with the following amendment
noted by President Craig H. Long that on page 3 change “adjourn the meeting for Executive
Session to discuss personnel” to “adjourn the meeting for Executive Session to discuss an issue
involving a Library employee”. Motion carried.

Abstentions: Ben Naylor

Treasurer’s Report –Mario F. Pensa

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

- Operating Funds increased by \$112,752 due to tax funds from Suffern Central School District.
- Total Operating Funds were reported at \$1,762,891.
- Reserve Funds were reported at \$2,316,276.
- NFS Investment Funds were reported at \$ 1,910,933.
- Total Funds reported \$4,079,167.
- Variable Income reported \$11,345.
- Income from Fines, Other Rentals, Fundraising and Membership 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: \$203,539.
- Expenses above estimates are as follows: Clerical Salaries, Total Books, Electronic Resources, Museum Passes, Building Services, Professional Fees, Rental, Repairs and ANSER.
- Overall, expenses to date have averaged \$218,936 (excluding Bond Fund Payments).
- Budget is within (21%) the estimated budget with remaining funds at \$598,623 (excluding Bond Fund Reserves).

-Donalee Berard noted that income from 'gifts' increased substantially in April. Carol Connell Cannon mentioned that the increase is due to contributions made in memory of Mr. William S. Gould, III.

-President Craig H. Long will be meeting with Jean R. Gould and the Director to discuss what projects might be possible to fund, such as STEM education, which was important to Mr. Gould.

-Donalee Berard acknowledged that the Library received the remaining 10% tax receipts from the Suffern Central School District; however, the PILOT funds being withheld by the Suffern Central School District due to tax certioraris should be questioned. Discussion followed regarding the tax certioraris.

-Carol Connell Cannon noted that RCLS might pursue the legality of tax certioraris withholding funds from member libraries.

-Karen Bash-Romaner announced that she will inquire about the tax certiorari at the next RCLS Board Meeting.

MOTION

A motion was made by Donalee Berard, seconded by Ben Naylor, 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 Sexual Harassment and Anti-Discrimination Training is in progress. Trainers, Nancy Wendt, Manager of Circulation Services and Amy La Rocca, Head of Adult Reference, did a phenomenal job.
- The official Suffern Free Library vote results will be submitted soon.
- Carol informed the Board that the Finkelstein Memorial Library Board decided to wait until next year to return to ANSER, the automated network of RCLS.

-Karen Bash-Romaner and Mario F. Pensa who attended the training, acknowledged that Nancy Wendt did a great job conducting the Sexual Harassment and Anti-Discrimination Training.

Committee Reports:

Building and Grounds –Mario F. Pensa

~Parking Lot

Mario F. Pensa reported that he has received two proposals from potential paving contractors. Mario briefly discussed the work and the areas that need most attention. Dave Mackenzie will also be submitting a proposal.

-President Craig H. Long suggested that the Building and Grounds Committee consider installing outdoor surveillance cameras. There have been a few minor incidents, and having security cameras installed outdoors will be beneficial.

-Carol Connell Cannon will check with the Library's Insurance provider for suggestions and also contact *Don't Be Alarmed*, the company that installed the indoor cameras.

-Ben Naylor announced that RCC has installed outdoor surveillance cameras and offered to ask for recommendations.

Book Sale –Carol Connell Cannon

Carol Connell Cannon announced that the preview book sale held on May 2, 2019, netted \$828.75 for the Library. The regular book sale on Friday and Saturday (May 3 and May 4) netted \$2,501.00. Total May book sales netted \$3,329.75.

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

Karen Bash-Romaner announced that the Personnel Committee will schedule a meeting.

Café Committee –Donalee Berard, Ben Naylor

The Café Committee had the opportunity to review BRiDGES' responses to the Committee's questions. Donalee noted that moving forward, the Board should decide whether to accept BRiDGES' proposal or perhaps look for other options.

-Donalee Berard asked Carrol Connell Cannon to schedule a meeting for the Café Committee to meet with BRiDGES.

-Ben Naylor suggested that if BRiDGES operates the café, it should be on a 1 year trial basis.

-Mario F. Pensa asked if the café is part of the LRP, and if there are any café goals that need to be addressed. Mario added that the café should be in the LRP, just in case equipment needs to be replaced.

-Michael Minevich replied that due to the high ceilings in the café area, panels might be needed to help diminish and keep the noise level under control, and that is part of the LRP.

Old Business:

Long Range Plan

Carol Connell Cannon announced that LRP Committee met with Architect, Barbara Corwin, to review and discuss the ideas and scope of work presented at the last Board meeting. Based on the projects listed in priority order, Barbara will first draw the computer lab layout and submit the cost.

-Donalee Berard asked Carol Connell Cannon to clarify the top 5 projects that the Architect will be working on. Donalee reiterated that the Committee's aim should be focused on the project objectives not the cost.

-Carol noted that the top 5 projects presented to Barbara Corwin are:

1. Computer Lab in the adult area
2. Foyer area reconfiguration
3. Café
4. Carpeting
5. Outdoor seating area

-Carol Connell Cannon announced that the LRP Committee plans to meet with Barbara Corwin before the June Board Meeting.

New Business:

Budget Vote

No official Budget Vote results.

-Karen Bash-Romaner inquired whether the Regular meetings can begin at 7:30 p.m.
President Craig H. Long replied that the Library's By-Laws have to be revised in order to change the meeting time.

MOTION

A motion was made by Donalee Berard, seconded by Mario F. Pensa and carried to adjourn the meeting at 9:03 p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary Pro Tem