

SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING/SEPTEMBER 24, 2019

The regular meeting of the Board of Trustees was held on September 24, 2019. President Craig H. Long called the meeting to order at 8:14 p.m. A quorum was present.

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

Absent and Excused: Christine Gigante, Ben Naylor

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 Erb Cooper, and carried to accept the minutes of the regular meeting of June 25, 2019. Motion carried.

Abstentions: Karen Bash-Romaner, Michael Minevich

Treasurer's Report –Mario F. Pensa

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

- Operating Funds decreased \$219,809.
- Total Operating Funds reported at \$934,444.
- NFS Investment Funds reported at \$1,995,031.
- Total Funds reported: \$2,930,474.
- Variable Income reported: \$5,050.
- Tax receipts due in October from the Suffern Central School District: \$2,702,007.
- Monthly Expenses reported: \$257,838.
- Total present expenses: \$469,660.
- Presently, Operation Funds need to remain under \$850,000 until Tax Receipts are deposited and available.

**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 reported that the Suffern Central School District Board of Education requests that Suffern Free Library and Sloatsburg Public Library submit their letter of support to the electorate for a Budget vote prior to January 21, 2020. Carol explained that in the past, the letter of support was submitted to the Board of Education after the Library Board approved the final budget figures at their January Board meeting, the 4<sup>th</sup> Tuesday of the month, and then a letter was submitted to the Board of Education on the last Friday in January. Carol noted that in order to meet the new deadline, the budget process will need to start in early October and the Board will have to hold a special budget meeting or meet prior to the 4<sup>th</sup> Tuesday of the month in January to approve the final budget figures.

~President Craig H. Long stated that he will inquire with the Suffern Central School Board President and the Superintendent regarding the date changes.

~Carol Connell Cannon announced that Grace Riario is the new RCLS Executive Director.

~Karen Bash-Romaner briefly reviewed the process and hard work for choosing an Executive Director. Karen praised Grace Riario's many years of experience, dedication and contributions within the 'library world'.

~Karen Bash-Romaner asked if the Suffern Free Library will participate in the *Great Give Back*. Carol replied that the Library will participate, and will be asking patrons to donate new scarves and new mittens as a way of giving back to their communities.

#### Committee Reports:

Building and Grounds –Mario F. Pensa

~Parking Lot

Mario reported that the cost to pave the entrance road, circular area and employee entrance, which is also the loading zone area, will cost around \$51,000. The estimated seal coating is around \$8,000-\$9,000. Mario recommended that we do not seal coat this year.

~HVAC

Mario reported that *Hughes Environmental Engineering* will be submitting a new maintenance contract for 2020.

~Surveillance Cameras

Mario reported that thus far, he received only one quote from a vendor regarding the installation of cameras in the parking lot. Mario mentioned that the Library's Purchasing Policy requires at least three bids, however, as noted only one company has responded.

~LED Lights

Mario recommends that the Library keep in stock replacement LED light bulbs so that they are available when they need to be replaced.

Book Sale –Carol Connell Cannon

The August 8-9 book sale netted \$3,378.18 for the Library. The Board had the opportunity to read Joyce Nencetti's report. The Board is pleased that Joyce and the book sale volunteers had a positive experience with Mr. Ortiz, the security guard. Carol noted that having a security guard was a success.

The special preview sale for the Suffern and Sloatsburg Library card holders is scheduled for October 24 from 6:30-8PM. The regular book sale is scheduled for October 25 from 10AM-3PM and October 26 from 10AM-2PM. Carol noted that the security guard will be present only for the October 25 and 26 dates. His services will not be needed for the Preview sale.

#### Policies

~Code of Conduct

The Board of Trustees approved modification regarding the Suffern Free Library's *Code of Conduct Rules and Regulations for Public Behavior*. The Amendment is to add the words 'or Vaping' after No Smoking.

~Vice President Warren E. Berbit reviewed and proposed several other rules and regulations that will need to be amended for clarification. Changes will be tabled and discussed at the next Board meeting.

## **MOTION**

A motion was made by Mario F. Pensa, seconded by Michael Minevich, and carried to add the words 'or Vaping' after No Smoking. Motion approved unanimously.

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

~Carol Connell Cannon distributed the cafe proposal from BRiDGES. After a lengthy discussion, the Board decided to accept the conceptual proposal. Donalee Berard added that BRiDGES will use their grant money to make the café accessible for their employees with disabilities. Donalee informed the Board that the Library will be responsible for furnishing the tables and chairs in the café area. The Board agreed that any potential physical changes will need Board approval.

## **MOTION**

A motion was made by Warren E. Berbit, seconded by Karen Bash-Romaner, and carried to accept the conceptual proposal of BRiDGES subject to terms of contract. Motion approved unanimously.

Old Business:

Long Range Plan

Carol Connell Cannon presented the Board with Barbara Corwin's proposal. The proposal includes details of each stage of the project objectives and the estimated fees of architectural services.

~Donalee Berard announced that before moving forward, the finance committee should discuss how the spending will be financed to ensure that the financial decisions meet all the expenditures and that the fees and costs of the projects fit within the budget.

~Mario F. Pensa asked Carol Connell Cannon to provide the Board with a list of priorities and project objectives.

~Michael Minevich announced that the LRP Committee needs suggestions on how to bridge the communication gap between Barbara Corwin's design vision and the Committee's vision of what it needs to achieve as well as what the Committee's responsibilities are to execute this project. Michael invited Mario F. Pensa to attend the next meeting with the Architect. Mario F. Pensa accepted the invitation.

~Mario F. Pensa

Mario F. Pensa announced that Carol Connell Cannon is working on updating the Library's phone system. Carol has been in contact with the Library's current provider, Magna5, and with Verizon and AT&T.

New Business

President Craig H. Long asked the Board to change the regularly scheduled December 24<sup>th</sup> meeting to December 17<sup>th</sup> at noon, due to the holidays.

**MOTION**

A motion was made by Michael Minevich, seconded by Mario F. Pensa, and carried to change the December meeting date. Motion approved unanimously.

~Carol Connell Cannon announced that Nancy Wendt will be offering an Anti-Discrimination and Anti-Harassment training session before the October deadline. The training is scheduled for October 2<sup>nd</sup> from 6-8PM.

~Donalee Berard asked if the 2018-2019 audit is underway. Carol Connell Cannon confirmed that the audit process started September 11, 2019.

~President Craig H. Long announced that Trustee Christine Gigante and Secretary of the Board submitted her letter of resignation from the Suffern Free Library Board of Trustees effective September 1, 2019. The President noted that Christine recommended James J. Galvin to the Board. The President read aloud Mr. Galvin's letter of introduction. At this time, the President said that the Board will welcome recommendations for potential Trustees to fill Christine's position. Potential candidates should submit a cover letter and resume for Board review.

~President Craig H. Long asked that the Board accept Christine Gigantes's letter of resignation from the Board of Trustees effective September 1, 2019.

**MOTION**

A motion was made by Donalee Berard, seconded by Mario F. Pensa, and carried to accept Christine Gigante's letter of resignation. Motion approved unanimously.

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

**MOTION**

A Motion was made by Karen Bash-Romaner, seconded by Mario F. Pensa, and carried to begin executive session at 9:48 p.m. Carol Connell Cannon and Madalen Klein left the meeting at 9:48 p.m.

**MOTION**

A motion was made by Erb Cooper, seconded by Karen Bash-Romaner, and carried to exit executive session at 11:07 p.m. Motion approved.

**MOTION**

A motion was made by Erb Cooper, seconded by Mario F. Pensa, and carried to accept the Director's recommendation for several Library staff members to receive a merit pay raise, in addition retroactively to the 2% raise of July 1, 2019 which was agreed to for the entire Library staff, including the Director. Motion approved.

**MOTION**

A motion was made by Erb Cooper, seconded by Karen Bash-Romaner, and carried to adjourn the meeting at 11:15 p.m.

Respectfully Submitted,

Karen Bash-Romaner  
Secretary Pro Tem

