

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/NOVEMBER 26, 2019

The regular meeting of the Board of Trustees was held on November 26, 2019.
President Craig H. Long called the meeting to order at 8:07 p.m. A quorum was present.

Trustees Present: Craig H. Long, Mario F. Pensa, Karen Bash-Romaner, Erb Cooper,
James J. Galvin, Michael Minevich

Absent and Excused: Warren E. Berbit, Donalee Berard, Ben Naylor

Staff Present: Carol Connell Cannon

Public Present:

MOTION

A motion was made by Mario F. Pensa, seconded by Erb Cooper, and carried to accept the minutes of the regular meeting of October 22, 2019. Motion carried.

Absentions: Karen Bash-Romaner

Treasurer's Report –Mario F. Pensa

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

- Operating Funds decreased \$217,930.
- Total Operating Funds were reported at \$2,648,326.
- NFS Investment Funds were reported at \$2,054,227.
- Total Reserve Fund reported \$2,499,144.
- Total funds reported \$5,153,040.
- Income from Fines and Other Rentals reported below estimates.
- Variable Income was reported at \$5,426.
- Monthly Expenses reported at \$223,456.
- Library materials and other expenses are slightly above estimated for this period.
- Overall, the budget remains in-line with estimates.

MOTION

A motion was made by Karen Bash-Romaner, seconded by James J. Galvin, and carried to accept the Treasurer's report as presented. Motion approved unanimously.

Library Director's Report –Carol Connell Cannon

- In light of the change in the deadline for submitting the letter requesting a Library Budget Vote, Carol Connell Cannon suggested the Board consider holding the Vote on April 28, 2020.
- As per the NYS Comptroller's Audit of the Suffern Central School District, "The tax certiorari reserve may be overfunded by \$13.4 million based on past settlements." The SCSD has withheld PILOT funds in part or in whole for several years with the explanation they were needed to fund the Library's portion of the tax certiotati.

Committee Reports:

Building and Grounds –Mario F. Pensa

~Surveillance Cameras

Mario F. Pensa explained features of the outdoor cameras, detailing that there would be a camera to capture the entrance. Part of the project would entail the installation of a new CPU that runs the cameras. This would be completed during the winter months. The one vendor

that responded regarding the installation of cameras in the parking lot is working on finalizing a quote.

~Phones

Mario F. Pensa has reviewed the quotes Carol Connell Cannon received for a new phone system. The quotes are not comparable in their format. Another vendor did not return calls. Mario requested that Carol continue to contact them.

Book Sale –Carol Connell Cannon

The special preview sale for the Suffern and Sloatsburg Library card holders was held on October 24 and the regular book sale was held on October 25 & 26. The total for the sale was an impressive netted \$3,373.60.

Policies

~Investment Policy

Paul V. Orazio and Louis Orazio of Orazio Financial Services will attend the January 2020 Board meeting to review the Library's investments.

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

The Committee will meet to review the Investment Policy as required every three years.

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

Ben Naylor

No Report

Café Committee –Donalee Berard, Ben Naylor

The Committee has requested Warren E. Berbit to review the contract Rockland County has with BRiDGES and compare to the last contract SFL had with the previous vendor.

Carol Connell Cannon suggested that to better understand the current book sale layout, Carlos Martinez might be able to stop in during the December book sale. Mr. Martinez said he would try to stop in.

Old Business:

Long Range Plan

Mario F. Pensa made suggestions about the progress of the LRP based on his attendance at the last Committee meeting. The Committee will follow up on continuing to define the projects and will make a brief presentation at the December Board meeting.

New Business:

MOTION

~RCLS Budget 2020

A motion was made by Michael Minevich, seconded by Erb Cooper to approve the RCLS Budget for FY 2020. Motion carried.

MOTION

~SFL Budget Vote FY 2020-2021

A motion was made by Karen Bash-Romaner, seconded by James J. Galvin to hold the Library Budget Vote on Tuesday, April 28, 2020. Motion carried.

MOTION

~Holiday Schedule 2020

A motion was made by Erb Cooper, seconded by Karen Bash-Romaner to accept the SFL Holiday Schedule 2020 as presented. Motion carried.

MOTION

~Video Surveillance

A motion was made by James J. Galvin, seconded by Michael Minevich to approve the proposal by company *Don't Be Alarmed* with the provision that any additional/changes not exceed 10% of current quote. Motion carried.

MOTION

~Woman's Club of Suffern Centennial 2020

A motion was made by Karen Bash-Romaner, seconded by James J. Galvin to accept the concept of an outdoor performance space as well as to accept a display of memorabilia in the Suffern Room. Motion carried.

MOTION

A motion was made by Erb Cooper, seconded by Mario F. Pensa, and carried to adjourn the meeting at 10:28 p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary