

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/DECEMBER 17, 2019

The regular meeting of the Board of Trustees was held on December 17, 2019.
President Craig H. Long called the meeting to order at 12:08 p.m. A quorum was present.

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

Absent and Excused: Warren E. Berbit, Ben Naylor

Staff Present: Carol Connell Cannon
Madalen Klein
Amy La Rocca, Head of Adult Reference
Nancy Wendt, Manager of Circulation Services

Public Present:

MOTION

A motion was made by Donalee Berard, seconded by Mario F. Pensa, and carried to accept the minutes of the regular meeting of November 26, 2019. Motion carried.

Treasurer's Report –Mario F. Pensa

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

- Operating Funds decrease \$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 Fins 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 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's report was emailed in advance of this meeting. There was no discussion.

Committee Reports:

Building and Grounds –Mario F. Pensa

~Parking Lot

Mario F. Pensa announced that he has two proposals from potential paving companies.
Mario noted that he will meet with the contractor Dave MacKenzie recommended.

~Surveillance Cameras

Mario F. Pensa confirmed that a purchase order is in place for the parking lot cameras security system. Mario outlined the details of the quote between the Suffern Free Library and *Don't Be Alarmed*.

~HVAC

Mario F. Pensa announced that two compressors failed. *Hughes Environmental Engineering* will replace the compressors in the spring. Mario noted that both boilers are not working properly. Boiler #1 which is under warranty has a bad valve. Jeff Tyahla from *Hughes* has ordered a valve for the repair. Boiler #2 has an igniter problem. Although it ignites, it takes a while to start. Mario noted that it could be a communication problem between the controls and the boiler controller. *Hughes Environmental Engineering* and *Jersey State Controls* (the company that handles the controls), will work together to solve the problem.

~Phones

Mario F. Pensa noted that Carol Connell Cannon will continue to contact phone vendors for quotes.

Book Sale –Carol Connell Cannon

The December 13-14 book sale netted \$2,165.45 for the Library. The daily lobby sales from January-November netted \$6,370.75.

President Craig H. Long announced on behalf of the Board of Trustees, *Thank you* to the book sale volunteers.

Policies

~Investment Policy

Mario F. Pensa announced that in reviewing the Library's current Investment Policy, and the emailed proposed revisions, the Board chose at the November 2019 meeting to make no amendments.

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

Mario F. Pensa recommended that the Finance Committee meet to review the Library's Purchasing Policy as referred to in the Policy statement that the Policy be reviewed every other year.

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

Ben Naylor

No Report

Café Committee –Donalee Berard, Ben Naylor

Donalee Berard mentioned that the Committee had requested that Warren E. Berbit review the café contract Rockland County has with BRiDGES, and make modifications that pertain to the Library. At this time, waiting for Warren's feedback.

Old Business:

~Budget Vote 2020-2021

Carol Connell Cannon announced that the Sloatsburg Public Library agreed to hold a Budget Vote on April 28, 2020. The Finance Committee will meet by February to review the budget.

~Long Range Plan

Craig H. Long welcomed the arrival of the LRP Committee members, Amy La Rocca and Nancy Wendt at 12:49 p.m.

Amy La Rocca circulated and presented the project outline, stating that the focus of the LRP is to create a *Learning Lab* in the adult area that can be used as a multi-purpose area for computer classes, accommodate book a librarian sessions, or be used as a study area.

Donalee Berard noted that besides the Learning Lab, the LRP project included the café area and carpeting. Donalee announced that the Board is committed to Phase I, which entails all three projects. Based on the Committee's scope of work and vision, the Board needs to know the Architect's fee for Phase I and a conceptual range of costs in order to establish a realistic

budget. In this way, the Board can determine if the budget can absorb the expected costs or not.

Mario F. Pensa noted that there are three different project scopes; the Learning Lab, the café area and carpeting. Therefore, the Architect's fee and costs should be based on each project separately. Mario mentioned that eventually, the Library will need a formal policy for the use of the Learning Lab.

Amy La Rocca and Nancy Wendt thanked the Board of Trustees and exited the meeting at 1:38 p.m.

~Woman's Club of Suffern Centennial 2020

Carol Connell Cannon announced that the Woman's Club will need Board involvement regarding the outdoor performance space for their 2020 Centennial project.

President Craig H. Long asked that input from the staff, the Children's department as well as Miguelina Molina, Community Services Coordinator, will be essential to ensure a child friendly safe environment.

New Business:

~PILOT Funds

The Board discussed the AVON PILOT Funds. The Board requests computations explaining the withholding of the AVON PILOT Funds due to the Library.

At a later date, Mario F. Pensa suggested the Board discuss the possibility of Miguelina Molina, Community Services Coordinator, acknowledge donors on the Library's website or in the newsletter.

MOTION

A motion was made by Mario F. Pensa, seconded by James J. Galvin, and carried to adjourn the meeting at 1:47p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary