

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/OCTOBER 22, 2019

The regular meeting of the Board of Trustees was held on October 22, 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, Donalee Berard, Erb Cooper, Michael Minevich

Absent and Excused: Karen Bash-Romaner, Ben Naylor

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: James J. Galvin

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

MOTION

A motion was made by Donalee Berard, seconded by Mario F. Pensa, and carried to accept the minutes of the regular meeting of September 24, 2019. Motion carried.

Treasurer's Report –Mario F. Pensa

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

- Operating Funds increased by \$2,219,221 due to tax receipts received \$2,390,284 from the Suffern Central School District.
- Total Operating Funds at \$3,154,664
- NFS Investment Funds reported at \$1,976,858.
- US Bank Debt Service funds received \$416,675.
- Total Funds reported \$5,581,328.
- Variable Income reported \$2,724.
- Monthly Expenses reported \$179,805.
- No unusual expenses to report.
- Budget in-line with estimates.

MOTION

A motion was made by Donalee Berard, seconded by Erb Cooper, and carried to accept the Treasurer's report as presented. Motion approved unanimously.

Library Director's Report –Carol Connell Cannon

- Carol Connell Cannon expressed appreciation to the Reference staff while Amy La Rocca, Head of Adult Reference, was away.
- The deadline for submitting the letter of support to the electorate for a Budget vote prior to January 21, 2020 remains unchanged. Carol noted that NYS has not submitted the Tax Cap for municipalities with a FY 2020-2021; therefore, the Board may have to approve a Resolution to override the Tax Cap.
- RCLS has announced that ANSER, the automated system, will end support for Windows 7 on January 1, 2020. The upgrade will be Windows 10 and if performed by RCLS, the cost will be \$13,700.04, less than going through an outside vendor.

Donalee Berard questioned whether the budget line for ANSER computer costs of \$90,000 includes the cost of the upgrade. Carol Connell Cannon responded that the ANSER computer cost of \$90,000 does not include the upgrade.

Committee Reports:

Building and Grounds –Mario F. Pensa

~Parking Lot

Mario F. Pensa announced that since the paving was not done due to delayed proposals from paving companies, for the time being, Dave MacKenzie will repair the potholes and pavement cracks.

~Surveillance Cameras

Mario F. Pensa reported that the one vendor that responded regarding the installation of cameras in the parking lot is working on finalizing a quote.

~Sewer Alarm

Mario F. Pensa informed the Board that the septic alarm went off again. *Rapid Pump* was called in to check and service the alarms for proper operation.

Mario reminded the Board that in the past the triggering was caused by bad floats, which were finally replaced.

Book Sale –Carol Connell Cannon

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.

Policies

~Code of Conduct

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

Warren E. Berbit asked to see the contract Rockland County has with BRiDGES for review and possibly amend to be suitable for the Library.

Carol Connell Cannon will email the contract to the entire Board.

Old Business:

Long Range Plan

Carol Connell Cannon noted that at this time, the LRP Committee's priority is to have a computer lab in the adult reference area of the Library.

New Business:

~Audit FY 2018-2019

Donalee Berard presented in detail the Library's financial audit of June 30, 2019 and 2018 as submitted by the Library's Auditor, Steven Straubinger. Based on the audit, Donalee recommends that the Board of Trustees authorize Paul V. Orazio of *Orazio Financial Services*, the transfer of \$79,500 from the Library Operating Fund to the National Financial Services (NFS) account in the Capital Improvement Portion.

MOTION

A motion was made by Donalee Berard, seconded by Erb Cooper, and carried to accept the Suffern Free Library's Financial Audit FY 2018-2019 as presented and the transfer of \$79,500 from the Library Operating Fund to the NFS account in the Capital Improvement Portion. Motion approved unanimously.

President Craig H. Long announced that Karen Bash-Romaner has agreed to accept the position of Secretary of the Board. The President asked for a motion to appoint Karen Bash-Romaner, Secretary of the Board of Trustees.

MOTION

A motion was made by Michael Minevich, seconded by Warren E. Berbit, and carried to appoint Karen Bash-Romaner Secretary of the Board of Trustees.

The Board had the opportunity to read James J. Galvin's letter of introduction and CV.

Public Comment:

President Craig H. Long turned the meeting over to James J. Galvin, candidate for the unexpired vacant seat formerly occupied by Trustee Christine Gigante. Mr. Galvin expressed his passion for the community and commitment to the Library and asked the Board of Trustees to consider him for the vacant trustee position. If appointed, Mr. Galvin announced that he will seek election for a full term in the February 2020 election.

Donalee Berard announced that Mr. Galvin will be a great asset, and explained that Board members have obligations and are required to participate at meetings and are expected to serve on committees. Mr. Galvin conveyed that he is eager to do both and will strive to learn as much as possible.

James J. Galvin exited the meeting at 9:35 p.m. to give the Board the opportunity to make a decision regarding this potential candidate to fill the vacant Trustee position.

Vice President Warren E. Berbit prepared the following resolution for Board approval as follows:

RESOLUTION

BE IT RESOLVED, that James J. Galvin, of 5 Edgebrook Lane, Airmont NY, be appointed to the vacated position of Trustee Christine Gigante, until a successor is elected and sworn in, at the February 25, 2020 Annual Meeting of the Board of Trustees.

MOTION

A motion was made by Warren E. Berbit, seconded by Mario F. Pensa, and carried to appoint James J. Galvin Board of Trustee for the unexpired vacant position until a successor is elected and sworn in, at the February 25, 2020 Annual Meeting of the Board of Trustees. Motion approved.

James J. Galvin returned to the meeting at 9:44 p.m. The Board of Trustees congratulated James J. Galvin and welcomed him to the Suffern Free Library Board of Trustees.

MOTION

A motion was made by Donalee Berard, seconded by James J. Galvin, and carried to adjourn the meeting at 9:48 p.m.

Respectfully Submitted,

Donalee Berard
Secretary Pro Tem

