

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/OCTOBER 27, 2020

The regular meeting of the Board of Trustees was held on October 27, 2020.
President Craig H. Long called the meeting to order at 8:06 p.m. A quorum was present.

Trustees Present: Craig H. Long, Warren E. Berbit, Mario F. Pensa, Karen Bash-Romaner, Donalee Berard, Erb Cooper, James J. Galvin, Mark Murphy.

Absent and Excused: Michael Minevich

Staff Present: Carol Connell Cannon

Public Present:

MOTION

A motion was made by Donalee Berard, seconded by Mark Murphy, and carried to accept the minutes of the regular meeting of September 22, 2020.

Treasurer's Report –Mario F. Pensa

The Treasurer reported from the September 2020 Cash Balance Sheet and Financial Statement:

- Operating Funds decreased \$37,583.
- Total Operating Funds reported at \$1,108,606.
- NFS Investment Funds reported at \$2,097,795.
- Total Reserve Funds reported at \$2,139,580.
- Total Funds \$3,248,186.
- Income reported at \$5,361.
- No Funding received from Suffern Central School District.
- Monthly Expenses reported at \$171,825. Telephone expenses well about average estimate at \$3,630 / 63%.
- Overall, expenses are below estimated budget 20% for this period, and for quarter period 25%.

Mario F. Pensa announced that the Board of Trustees recognizes the staffs' continued commitment to the Library's mission and its community during these difficult and tasking times.

MOTION

A motion was made by Donalee Berard, 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

Carol Connell Cannon gave the Board an update on Library operations. The Library returned to curbside services on October 7, due to spikes in COVID cases in Spring Valley.

The staff received complements from the public for going back to curbside services, as they feel safer using the Library in this manner at this time.

The staff is continuing to offer programs remotely. Registration and engagements for all age groups has been very good. People are getting increasingly comfortable using Zoom to participate. The Board was interested to know the location of the online participants. Carol will speak with the staff hosting programs.

Families are also enjoying the craft kits that Jennifer Smith and the staff prepared for curbside pickup. The materials for crafts are in paper bags along with an instruction sheet. Families can opt to do the craft on their own or they can “tune in” and watch Jennifer demonstrate the project.

Presently, the Department Heads and Director have not yet made plans to return to in-house programming.

Carol Connell Cannon informed the Board of Hank Berman’s semi-retirement as of January 1, 2021.

Committee Reports:

Building and Grounds –Mario F. Pensa

~Paving

Mario F. Pensa reported on the three quotes he acquired to pave the parking lot. Mario recommended that the Board accept the quote from *Haskell Paving, Inc.* of Ringwood, NJ for \$137,000 with modified language that will be provided by Warren E. Berbit. Capital Funds will be used for this project.

MOTION

A motion was made by Mark Murphy, seconded by James J. Galvin, and carried to accept the quote from *Haskell Paving, Inc.* All in favor. Motion approved.

~HVAC

Mario F. Pensa recommended that the Board accept the submitted proposals from *Hughes Environmental*. Mario explained that the underground leaking pipe can be replaced at a cost of \$8,700. This solution allows the remaining five (5) underground pipes to be replaced in the future.

The proposal for the replacement of the accumulators for Units 3A and 3B will cost \$4,400 for each totaling \$8,800.

The proposal for the replacement of the compressor for Unit 3B will cost \$8,776. Currently the compressor is working at 75% capacity.

Mario F. Pensa noted that all the above proposals have been discounted. The total cost of all three repairs is \$26,376.

MOTION

Mario F. Pensa made a motion to approve the three repair projects as presented. Seconded by Mark Murphy. All in favor. Motion carried.

Mario F. Pensa will contact Dave Mackenzie to clean up all the down trees on the ground, most notably in the wooded areas behind the building, as well as clean up debris on the grounds from past storms.

~Woman’s Club of Suffern 100th Anniversary Gift

Mario F. Pensa further developed ideas for the outdoor seating area that the Club would like to fund for the Library. Carol will keep in contact with Krista Halvorsten, Chair of the Anniversary Committee.

~Outdoor Cameras

Mario F. Pensa reported that he has requested Nick D’Ambrosio, owner of *Don’t Be Alarmed*, supply manuals and serial numbers of the cameras that were installed outside. As of now, he has not received these documents.

~Book Sale

Book sales are on hold for the immediate future.

~ Policies

Social Media Policy

Miguelina Molina provided a draft of a Social Media Policy. The Board would like the Director to resend the policy draft for discussion at the next meeting.

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

Please see Treasurer’s Report.

~Personnel Committee

Warren E. Berbit will arrange for a meeting soon. The Committee will discuss the current and new sick leave policies.

~Café Committee –Donalee Berard

Progress on the café reopening is on hold at this time.

Old Business:

~**NYS Sick Leave Law (NYSS Law)**

Donalee Berard has been reviewing the new law and the impact it will have on the Library’s budget. The law requires that employers in the state of New York provide employees with sick leave. The law takes effect on January 1, 2021. The law requires that full time employees receive 40 hours a year and part time employees receive one hours of sick leave for every 30 hours worked. Unused sick time up to 40 hours may carry over into the following calendar year.

Currently the Library’s Personnel Policy only grants sick leave time to full time employees (35 hours a week) and to employees who’s ‘regularly scheduled’ work hours are over 20 hours a week. The new law considers all hours worked regardless if these are ‘regularly scheduled’ hours or not. The personnel committee will review the Library’s current policy for full time and over 20 hour employees as well as the current carry over policy.

MOTION

A motion was made by Mark Murphy, seconded by Karen Bash-Romaner, and carried to establish for the employees that work less than 20 hours not currently covered in the Library’s sick policy, will receive 1 hour for every 30 hours of work to comply with the new law.

Yea Votes: Craig H. Long, James J. Galvin, Mark Murphy, Karen Bash-Romaner

Nay Votes: Donalee Berard, Mario F. Pensa

Abstention Votes: Erb Cooper, Warren E. Berbit

Motion passed with four Yea votes.

New Business:

~Audit

Donalee Berard reviewed the Library’s audit for FY 2019-2020. A minor correction needs to be made in the name of the school district from Ramapo Central School District to Suffern Central School District.

MOTION

Donalee Berard motioned, seconded by Warren E. Berbit, to accept the Audit with the above changes. All in favor. Motion carried.

~RCLS Budget 2021

MOTION

Donalee Berard made a motion to accept the 2021 RCLS Budget, seconded by Karen Bash-Romaner. All in favor. Motion carried.

MOTION

A motion was made by Erb Cooper, seconded by Warren E. Berbit, and carried to adjourn the meeting at 10:40 p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary