

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/FEBRUARY 23, 2021
ZOOM BOARD MEETING

The regular meeting of the Board of Trustees was held on February 23, 2021.
President Craig H. Long called the meeting to order at 8:47 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, Mark Murphy.

Absent and Excused: Warren E. Berbit

Staff Present: Carol Connell Cannon

Public Present: Jean R. Gould, Krista Hoversten

MOTION

Donalee Berard made a motion to accept the minutes of December 22, 2020, seconded by
Mario F. Pensa. All in Favor.

MOTION

A motion was made by Karen Bash-Romaner, seconded by Michael Minevich to accept the minutes of the
December 29, 2020 Special Meeting. All in favor.

MOTION

A motion was made by James J. Galvin, seconded by Karen Bash-Romaner to accept the minutes of the
January 26, 2021 meeting. All in favor.

Treasurer's Report - Mario F. Pensa

The Treasurer reported from the January 2021 Cash Balance Sheet and Financial Statement:

- Operating Funds decreased \$217,646.
- Total Operating Funds reported at \$2,525,788.
- NFS Investment Funds reported at \$2,097,795.
- Total Reserve Funds reported at \$2,151,172.
- Total Funds \$5,087,582.
- Income reported at \$2,827.
- Monthly Expenses reported at \$260,245. Expense areas to monitor: NYS Disability, Total Books, Electronic Resources, AV Computer Equipment, Capital Equipment, Insurance, Building Service Contracts, Telephone, ANSER Computer, all well above period average estimates.
- Overall, total expenses for this period are below estimates.
- **Concern:** Covid – 19 impacts and operational change expenses.
Covid-19 / varying degree of pandemic conditions has caused serious impact to personal safety and the need for increasing service levels for both outside staffing, contract level changes and Library staff service levels. Further detail is needed.

The Board continues to recognize our staff during these difficult and tasking times in their continued commitment to the mission of the Library and its community. Overall, it continues to be prudent and recommended where possible operational expenses, including purchases, be reduced and monitored.

MOTION

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

Library Director's Report –Carol Connell Cannon

The Director updated the Board on participation in online programming as well as activity with curbside service. Patrons are using the services and the staff has been busy with cleaning returned items, quarantining them, and finally reactivating them to go on to patrons.

The Board recommends that the Library reopen in March at the same levels as in the fall of 2020.

Committee Reports:

~Building and Grounds –Mario F. Pensa

Krista Hoversten of the Woman's club of Suffern was a guest at the meeting. She reported that the Woman's Club has met with Mario and Carol. They also met with Miguelina Molina and Jennifer Smith about the plan for an outdoor area for programs. Currently the plan is to have a platform that would serve as a stage-like area. People could gather around this with blankets or chairs. The Woman's club has dedicated \$10,000 for this project. Question was raised if the Library would have funds to make up any shortfall.

~Mario F. Pensa announced that he will be pursuing solar power for the building.

~Policies

Emergency Policy

Karen Bash-Romaner requested an Emergency Policy. Carol and Jennifer Cohen are working to develop this policy.

~Social Media Policy

No action was taken on the Social Media Policy.

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

The Finance Committee is working on a revision to the Investment Policy as recommended by *Orazio Financial Services*. A new allocation of funds was discussed with the plan that liquid funds move to 25%, 3-year funds to 35% and long-term funds to 40%.

~Personnel Committee –James J. Galvin

The Committee requests that staff have evaluations in June in anticipation of the new fiscal year. The Director will gather job descriptions for the Personnel Committee.

Old Business:

FY 2021-2022 Budget and Vote

The Finance Committee will continue to work on the Library's Budget. A public vote will not be held.

New Business:

Nomination Committee

James Galvin, Chair, presented the slate as follows:

President: Craig H. Long

Vice President: Warren E. Berbit

Treasurer: Mario F. Pensa

Secretary: Karen Bash-Romaner

MOTION

A motion was made by Michael Minevich, seconded by James J. Galvin to accept the slate of officers. All in favor.

MOTION

A motion was made by Karen Bash-Romaner, seconded by James J. Galvin, and carried to adjourn the meeting at 10:03 p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary