

**SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/APRIL 27, 2021**

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 8 p.m. A quorum was present.

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

Absent and Excused: Carol Connell Cannon, Director

Staff Present: None

Review of the Minutes of March 23, 2021:

MOTION

A motion was made by James J. Galvin, seconded by Mario F. Pensa to accept the March 23, 2021. Motion approved unanimously. Abstentions: Mark Murphy

Treasurer's Report –Mario F. Pensa

Mario F. Pensa reported from the Treasurer's March 2021 Cash Balance Sheet and Financial Statement:

- Operating Funds decreased \$158,262.
- Total Operating Funds reported at \$2,207,548.
- NFS Investment Funds reported at \$2,193,098.
- Total Reserve Funds reported at \$2,603,157.
- Total Funds \$4,810,705.
- Income reported at \$1,340.
- Monthly Expenses reported at \$160,009. Expense areas to monitor: NYS Disability, Electronic Resources, AV Computer Equipment, Capital Building expenses, Insurance, Telephone, all well above period average estimates.
- Overall, total expenses for this period are below estimates.
- Concern: Covid-19 impacts Library operations and expenses.

The Treasurer reported that varying degree of pandemic conditions continue to impact personal safety and the need for increasing service levels. Continued Covid-19 compliance will be required and is likely to remain in our operations into the fall flu season. Budget diligence to detail these additional expenses is mandatory. Additionally the need to link varying / reduced // changed patron patterns of Library use is key to manage and reduce expenses and further understand pandemic impacts to Library operations.

The Treasurer noted that the Board of Trustees recognizes the staff's continued commitment to the Library's mission and its community to maintain Library operations.

MOTION

A motion was made by Warren E. Berbit, seconded Donalee Berard to accept the Treasurer's Report as presented. Motion approved unanimously.

Library Director's Report –Carol Connell Cannon

In absence of Carol Connell Cannon, President Craig H. Long referred to her written *Director's Report* and offered the opportunity for questions.

James J. Galvin inquired about the “loan” Zoom account available to non-profits mentioned under *Community Services and Outreach* section of Carol's report, that Miguelina Molina wants to set up to accommodate non-profit groups that cannot physically use the meeting rooms. James asked if accessing the Library's Zoom account would be an extra expense for the Library.

A discussion followed regarding the Zoom account in which Erb Cooper noted that the Library pays a monthly fee for the Zoom License.

President Craig H. Long noted that the Library has a Policy for the use of the meeting rooms and a meeting room application for users which Miguelina Molina reviews to ensure compliance with the Library's Policy. The same procedure will be used for using the Library's Zoom link to conduct virtual meetings.

Committee Reports:

~Building and Grounds –Mario F. Pensa

Nothing to report.

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

Nothing to report.

~Personnel Committee –Warren E. Berbit, Karen Bash-Romaner, James J. Galvin, Michael Minevich

James J. Galvin reported that the Committee is working on evaluations which are due in June.

Carol Connell Cannon submitted acceptable evaluation templates that she will use.

~Policy Committee –Karen Bash-Romaner, Erb Cooper, James J. Galvin

The Committee had nothing to report; however, James J. Galvin asked that the *Telecommuting and Remote Work Policy* be included in next month's Agenda for review.

OLD BUSINESS:

~Suffern Woman's Club – Outdoor Patio Project – Mario F. Pensa

Mario F. Pensa reported that the Village Planning Board requested a site plan for any outdoor improvements. Mario will check with the Building Department to see if they can provide a copy of the Library's site plan. In addition, the Planning Board wants a detailed plan which includes drawings and written specifications, as well as an application form to be completed and submitted to the Planning Board. Mario alerted the Board that there will be upfront costs for doing all this work.

Mario F. Pensa gave a detailed explanation of what the project entails and the recommendations submitted by Carol Connell Cannon and several staff members. The actual size of the concrete patio will be about 30ft x 25ft located in the rear of the building. It will be used for outdoor story time and programing.

James J. Galvin expressed his concern about the costs and by what means will this project be financed if the costs exceed the \$10,000 gift from the Woman's Club. James J. Galvin believed that this project would be funded entirely by the Woman's Club. The President noted that the Woman's Club might cover additional costs if reasonable but will not fund the entire project. President Craig H. Long added that the monetary gift to the Library is part of the Woman's Club *Centennial Celebration* and the patio will serve as a fixture designed by the Library staff, but made possible by the Suffern Woman's Club gift.

President Craig H. Long noted that based on Mario F. Pensa's report and the staff's proposal, what was supposed to be a simple project, might potentially become costly. The President asked Vice President Warren E. Berbit if it is necessary to have a scope of work for such a simple project.

Vice President Warren E. Berbit noted that although this is a 'simplistic' project, and perhaps it should be handled informally, the Planning Board has some discretion regarding any building improvements. Warren recommended considering what is needed, what purpose the patio will serve and obtain estimates to ensure a fair cost.

Karen Bash-Romaner informed the Board that the State provides funds for library construction projects. Karen will contact Grace Riario to inquire about the application process and criteria.

Donalee Berard noted that in the past there were discussions regarding replacing the carpets in certain areas of the Library. Donalee asked if Karen can also consult whether that is a possibility for State Aid as well.

Mario F. Pensa added that there is a lot of planning and decision making that will go into the patio project. Among the many issues to consider including costs, patio use and location, is the access to the patio area.

James J. Galvin asked to briefly refer back to the Personnel Committee and requested that the Minutes indicate that the request still stands that Carol Connell Cannon submit an Organizational Chart to the Committee.

NEW BUSINESS:

~Emergency Policy

President Craig H. Long announced that the Emergency Policy will be tabled for the next meeting.

Erb Cooper proposed that the Policy Committee meet to review the Emergency Policy. Karen Bash-Romaner will organize a meeting.

James J. Galvin noted that the Emergency Policy includes emergency guidelines for building or mechanical problems. James suggested that Mario F. Pensa review that portion of the Policy.

Adjournment

MOTION

A motion was made by Mark Murphy, seconded by Donalee Berard to adjourn the meeting at 9:28 p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary

