

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/February 28, 2017

The regular meeting of the Board of Trustees was held on February 28, 2017
President Craig H. Long called the meeting to order at 9:30 p.m. A quorum was established.

Trustees Present: Craig H. Long, Warren E. Berbit, Mario F. Pensa, Donalee Berard,
Kathleen J. Hugh, Michael Minevich, Ben Naylor

Absent and Excused: Christine Gigante

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: No Public Present

In absence of Secretary Christine Gigante, the President appointed Donalee Berard Secretary Pro Tem.

MOTION

A motion was made by Kathleen J. Hugh, seconded by Mario F. Pensa, and carried to accept the minutes of the regular meeting of January 24, 2017 as presented. Motion Approved.

Treasurer's Report –Mario F. Pensa

Mario F. Pensa reported from the Treasurer's January 2017 Cash Balance Sheet and Financial Statement:

- Total Operating Funds decreased \$228,077 at \$3,615,491.
- US Bank debt service funds made a payment and decreased \$62,659 at \$352,975.
- Total cash funds at \$4,001,202.
- Monthly expenses were reported at \$223,765, excluding deb service fund payment.
- Monthly expenses are running modestly above average in several sub areas of: Salaries, Building and Maintenance Repairs, ANSER Computers, Materials & Library Operations.
- Monthly variable income was reported at \$10,337.
- Mid-year to date expenses are at 49%.
- Expenses are in line with budget estimates.

~LED Lighting Project

Current cost avoidance: \$14,438

Fiscal year (2016-2017) to date avoidance: \$11,273

MOTION

A motion was made by Donalee Berard, seconded by Warren E. Berbit, and carried to accept the financial report as presented. Motion approved unanimously.

Library Director's Report –Carol Connell Cannon

- Miguelina Molina, Community Services Coordinator, reported that despite the inclement weather, program attendance increased in January and early February.
- The Wi-Fi upgrade has made it possible to live stream programs from Lincoln Center.
- Amy Larocca, Head of Adult Reference, is researching charging stations for the Library so that patrons can conveniently charge their mobile devices.

- The Director met with Nancy Wendt, Manager of Circulation Services, to discuss accepting credit cards for fines. A written proposal will be presented to the Board at the March meeting.
- As part of the LRP, Carol is inquiring about Space Planners to help prepare a plan that most effectively will utilize the Library's space.
- The Director presented and discussed the *2016 Annual Report for Public and Association Libraries* and asked for Board approval. Carol thanked Steven Straubinger, the Library's auditor, and Stephen Hoefer, Financial Officer at RCLS, for their assistance with the Annual Report.

Committee Reports:

Building and Grounds –Mario F. Pensa

- Mario F. Pensa announced that the LED lighting bulbs were delivered. Gene Bloxsom of *USA LED* will schedule for installation.
- Mario F. Pensa noted that the Library's HVAC pipes have to be insulated.

Book Sale – No Report

Policies

Technology –Kathleen J. Hugh

Kathleen J. Hugh noted that the Library's new Website is running smoothly without any major glitches.

Finance Committee –Mario F. Pensa

The finance committee will schedule a meeting in March.

Old Business:

~Long Range Plan – Carol Connell Cannon

Carol Connell Cannon announced that the LRP Committee had a productive meeting. The Committee is working on implementing the LRP's objectives.

New Business:

President Craig H. Long appointed Michael Minevich to serve as Chair of the Nominating Committee to present a slate of officers at the March Board meeting. Michael Minevich accepted.

The President announced that the Budget Vote will be held on Tuesday, March 28, 2017 from 10AM-9PM.

MOTION

A motion was made by Kathleen J. Hugh, seconded by Donalee Berard and carried to accept the *2016 NYS annual Report for Public and Association Libraries* as presented. Motion approved.

President Craig H. Long congratulated and welcomed Ben Naylor to the Board of Trustees.

MOTION

A motion was made by Kathleen J. Hugh, seconded by Donalee Berard to adjourn the meeting at 10:05 p.m. Motion approved unanimously.

Respectfully Submitted,

Donalee Berard
Secretary Pro Tem

