

SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING/NOVEMBER 22, 2016

The regular meeting of the Board of Trustees was held on November 22, 2016. President Craig H. Long called the meeting to order at 8:05 p.m. A quorum was established.

Trustees Present: Craig H. Long, Warren E. Berbit, Mario F. Pensa, Donalee Berard, Kathleen J. Hugh, Amy MacKenzie, Michael Minevich, Joyce A. Nencetti

Absent and Excused: Christine Gigante

Michael Minevich arrived at approximately 8:25 p.m. Kathleen J. Hugh left at 9:00 p.m.

Staff Present: Carol Connell Cannon  
Madalen Klein

Public Present: No Public Present

In absence of Secretary Christine Gigante, President Craig H. Long appointed Joyce A. Nencetti Secretary Pro Tem.

**MOTION**

A motion was made by Warren E. Berbit, seconded by Kathleen J. Hugh, and carried to accept the minutes of the regular meeting of October 25, 2016 as presented. Motion Approved.

**Treasurer's Report –Mario F. Pensa**

Mario F. Pensa reported from the Treasurer's October 2016 Cash Balance Sheet and Financial Statement:

- Library Funds of \$2,253,871 have been received from Ramapo Central School District.
- Total Operating Funds increased \$205,499.
- US Bank debt service fund of \$415,319 has been received.
- Monthly expenses were reported at \$206,424.
- Expenses running above average are as follows: Building and Maintenance due to heating system repairs, painting and cleaning. Library Operations due to ANSER, Equipment repair, Professional fees, and Office supplies.
- Board approved budget revisions to increase program budget by \$5,000 from savings in Fuel and Utility budget has not been reflected on monthly financials.
- Monthly variable income is running below average and was reported at \$5,226.
- Total year to date expenses are running in line with budget estimates.

**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**

- At the RCLS Director's Association meeting on November 9, 2016, a new DA chair was elected.
- The *Fall Into Books* Conference sponsored by LARC, was attended by several staff members from the children's department and Jennifer Cohen, Young Adult Librarian.

- Miguelina Molina, Community Services Coordinator, met with the technology committee on November 18, 2016 to preview the Library's upcoming new website

#### Committee Reports:

##### Building and Grounds –Mario F. Pensa

Mario F. Pensa discussed in detail the Library's HVAC system. Mario explained that Boiler #2 has a cracked flange. Mario discussed the cost of replacing the boiler versus the cost of repair. Mario noted that replacement of the boiler exceeds the repair costs. At the present time Mario recommends that Boiler #2 be repaired by Hughes Environmental Engineering.

Mario F. Pensa analyzed his *LED Lighting Project Tracking Sheet*. Mario noted that the Library's year to date savings, due to LED lighting, is \$10,060.

##### Book Sale –Joyce A. Nencetti

Joyce A. Nencetti announced that the October 27-29 book sale netted \$3,316.05 for the Library. Joyce noted that the daily lobby book sales in October netted \$423.90. The next book sale is scheduled for December 9<sup>th</sup> and 10<sup>th</sup>.

#### Policies

##### Technology –Kathleen J. Hugh

Kathleen J. Hugh announced that the new website is progressing. Kathleen noted that Miguelina has been working diligently to launch the new website by December 16, 2016.

##### Finance Committee –Donalee Berard

Donnalee Berard announced that the TIAA-CREF, the Library's sponsored retirement plans default account was changed from the TIAA-CREF Money Market Account to TIAA-CREF Lifecycle Funds.

#### Old Business:

##### ~Long Range Plan – Carol Connell Cannon

Carol Connell Cannon informed the Board that the LRP Committee is working on implementing the Library's Long Range Plans.

##### ~Meeting Room Policy

The Board reviewed the revised Meeting Room Policy as presented by Carol Connell Cannon. Revisions were made specifically on Page 1 Item #7 and page 4 Item #5.

#### MOTION

A motion was made by Mario F. Pensa, seconded by Joyce A. Nencetti to accept the amended changes to the Library's Meeting Room Policy. Motion approved.

#### New Business:

##### ~Building and Grounds

Warren E. Berbit prepared a Resolution for Board approval regarding Mario F. Pensa's recommendation to repair Boiler #2.

### RESOLUTION

**BE IT RESOLVED**, per the recommendation of the Building and Grounds Committee by Mario F. Pensa, after his thorough investigation and report, that the repair of Boiler #2, including a cracked flange, be and hereby is authorized at a cost not to exceed \$3500, the work be done despite the estimated 50% chance that such repair may not be effective, the rationale to proceed this way being as follows:

1. The risk is worth taking as a repair is necessary, and the alternative is to replace the boiler at about ten times the cost.
2. The flange repair would be effective virtually immediately, whereas awaiting a replacement boiler could lead to a substantial delay during the heating season.
3. The Trustees will reconsider the matter at the December meeting if such becomes necessary.

MOTION: Mario F. Pensa

SECONDED: Joyce A. Nencetti

VOTE: All in favor

DATE: November 22, 2016

~Audit 2015-2016

Mario F. Pensa presented the Library's 2015-2016 final audit as submitted by the Library's auditor Steven Straubinger. President Craig H. Long noted that the Supplemental section of the audit, *Schedules of Support and Revenue; Support line #2 Villages of Suffern and Hillburn* be changed to read *Village of Hillburn*. (Omit Village of Suffern)

MOTION

A motion was made by Donalee Berard, seconded by Warren E. Berbit to accept the Suffern Free Library's 2015-2016 Financial Audit, with the amended changes as mentioned above. Motion approved.

~December's Board Meeting

The President asked the Board to consider changing the regularly scheduled December's 27<sup>th</sup> meeting to December 20<sup>th</sup> at noon, due to the holidays.

MOTION

A motion was made by Mario F. Pensa, seconded by Donalee Berard for the Board of Trustees to meet on Tuesday, December 20, 2016 at noon. Motion approved.

MOTION

A motion was made by Donalee Berard, seconded by Warren E. Berbit to adjourn the meeting at 9:50 p.m. Motion approved unanimously.

Respectfully Submitted,

Joyce A. Nencetti  
Secretary Pro Tem