

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/JUNE 27, 2017

The regular meeting of the Board of Trustees was held on June 27, 2017. Vice President Warren E. Berbit called the meeting to order at 8:05 p.m. A quorum was established.

Trustees Present: Warren E. Berbit, Mario F. Pensa, Christine Gigante, Donalee Berard, Kathleen J. Hugh, Michael Minevich, Ben Naylor, Karen Bash-Romaner.

Absent and Excused: Craig H. Long

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: No Public Present

MOTION

A motion was made by Kathleen J. Hugh, seconded by Karen Bash-Romaner and carried to accept the minutes of the regular meeting of May 23, 2017 as presented.

Absentions: Donalee Berard, Ben Naylor.

Treasurer's Report –Mario F. Pensa

The Treasurer reported from the May 2017 Cash Balance Sheet and Financial Statement:

- Total Operating Funds decreased \$179,604 at \$3,107,469.
- Reserve Funds: US Bank, Debt Service Fund at \$352,783.
- Total Funds: \$3,492,989.
- Monthly expenses were reported at \$185,434.
- Several sub-areas to monitor that are above average are Clerical Salaries, Microform Periodicals, Repairs to Building, Insurance, Building and Maintenance Contracts, Office Supplies, Travel and Conventions, ANSER and Programs.
- Fundraising and Fines income are below budget.
- Monthly variable income was reported at \$7,535.
- At 92% of the fiscal year average spend, \$212,901.
- Overall expenses are below budget estimates for this period by 13.26%.

~LED Lighting Project

Current cost avoidance: \$20,325

Fiscal year (2016-2017) to date avoidance: \$20,227

MOTION

A motion was made by Donalee Berard, seconded by Kathleen J. Hugh, and carried to accept the financial report as presented. Motion approved unanimously.

Library Director's Report –Carol Connell Cannon

The Director reviewed the following highlights from her report.

- On June 16, LARC held its Annual Meeting at the New City Library. The very first LARC Book of the Year Award was given to an exciting new author, Kathleen Kubik, and the award was presented by Leonard Kurz whose family foundation donated \$1,000 in prize money.
- Jennifer Smith, Head of Children's Services, left for Chicago on June 21st to attend the American Library Association Conference.

- Amy LaRocca, Head of Adult Reference, has been reviewing the usage of the Library's database subscriptions to determine which subscriptions will be renewed.
- Nancy Wendt, Head of Circulation Services, added two new museum memberships. The Library will now be offering museum passes to the *New York Historical Society Museum & Library*, and the *Cooper Hewitt Smithsonian Design Museum*.
- Staff Development Day is scheduled for Monday, October 30, 2017 at the Library. Board Members are invited to attend.

Committee Reports:

Building and Grounds –Mario F. Pensa

- Mario F. Pensa reported that the LED light issues were resolved, and that the LED Project is now complete.
- Mario is working with *Hughes Environmental Engineering* to ensure that the proposed maintenance agreement covers Mario's HVAC preventive maintenance checklist.
- Mario reported that *Hughes Environmental Engineering* will be replacing the failed compressor (ACCU3) that services the large room on the main floor area.

Book Sale – Carol Connell Cannon

The June 23-24 book sale netted \$3,259.00 for the Library. Carol thanked Joyce A. Nencetti, all the book sale volunteers and custodians for their time and hard work with the book sale. The next regular book sale will be held on August 18 and 19.

Policies

Mario F. Pensa noted that the Library's Asset Policy will be revised accordingly, and a Purchasing Policy will be drafted for Board review.

Technology –Christine Gigante, Kathleen J. Hugh

No Report.

Finance Committee –Mario F. Pensa, Donalee Berard

Mario F. Pensa announced that the Finance Committee will be meeting with Paul V. Orazio of *Orazio Financial Services*, to discuss the Library's financial goals and Investment Policy.

Mario F. Pensa informed the Board that the Library's Sales Tax Exempt Certificate will be updated as required by the State.

Old Business:

~Long Range Plan – Carol Connell Cannon

The Committee received two responses from potential Architecture and Space Planning firms. Carol will follow-up with several other potential firms.

New Business:

Warren E. Berbit noted that normally July and August meetings are suspended. The Board agreed to leave it as such, but meet for a special meeting if necessary. The next Board of Trustees regular meeting is scheduled for September 26, 2017.

Carol Connell Cannon announced that the Staff Appreciation Barbecue will be on July 14, 2017. Board members are invited to attend.

MOTION

A motion was made by Karen Bash-Romaner, seconded by Kathleen J. Hugh to adjourn the meeting at 9:07 p.m. Motion approved unanimously.

Respectfully Submitted,

Christine Gigante
Secretary