

SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING/MAY 23, 2017

The regular meeting of the Board of Trustees was held on May 23, 2017.  
President Craig H. Long called the meeting to order at 8:08 p.m. A quorum was established.

Trustees Present: Craig H. Long, Warren E. Berbit, Mario F. Pensa, Christine Gigante,  
Kathleen J. Hugh, Michael Minevich, Karen Bash-Romaner. A quorum was established.

Absent and Excused: Donalee Berard, Ben Naylor

Staff Present: Carol Connell Cannon  
Madalen Klein

Public Present:

~Martha Anderson, RCLS President of the Board of Trustees and VP of the Library Trustees  
Association

~Nancy Wendt, Manager of Circulation Services

President Craig H. Long welcomed Martha Anderson and Nancy Wendt to the regular meeting  
of the Board of Trustees, and turned the meeting over to Martha Anderson.

~Martha Anderson invited the Suffern Board of Trustees to attend a presentation at RCLS  
on June 7, 2017. James LaRue, Author, Library Advocate and Director of the ALA's Office  
for Intellectual Freedom and the Freedom to Read Foundation will discuss developments in library  
challenges and the future of libraries.

~Martha Anderson discussed NYLA's (New York Library Association) Advocacy Day that  
took place in Albany on March 1, 2017. Martha noted that it is important for Trustees to  
attend Advocacy Day and show Legislators their support of libraries.

President Craig H. Long thanked Martha Anderson and turned the meeting over to  
Nancy Wendt.

Credit Cards

~Nancy Wendt presented several key reasons to offer patrons the service to pay fines for  
Suffern owned lost and damaged items via credit card. Nancy noted that it is an ongoing  
request by patrons to have the option to pay by credit card. As a convenience and improving  
patron services, Nancy recommended that the Board of Trustees approve payment by credit  
cards.

President Craig H. Long assigned the above recommendation as an ACTION ITEM for the  
Board of Trustees.

**MOTION**

A motion was made by Kathleen J. Hugh, seconded by Warren E. Berbit and carried to  
approve payment by credit cards. Motion approved unanimously.

Nancy Wendt thanked the Board of Trustees for their support and left the meeting at 8:35 pm.

**MOTION**

A motion was made by Karen Bash-Romaner, seconded by Christine Gigante, and carried to  
accept the minutes of the regular meeting of April 25, 2017 as presented. Motion Approved.

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

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

- Total Operating Funds increased \$78,949 at \$3,284,073 due to Ramapo Central School District final tax receipts payment of \$296,577.
- Income areas below estimates are Fines & Fundraising.
- Reserve funds at\$385,523.
- Monthly expenses were reported at \$229,077.
- Several sub-areas above average are Clerical Salaries, Microform Periodicals, Periodicals, Building Repairs, Furniture & Equipment, Office Supplies, Travel& Convention, ANSER and Programs.
- Monthly variable income was reported at \$5,178.
- Overall Expenses are below budget estimates at 6.6% for this period.

#### ~LED Lighting Project

Current cost avoidance: \$18,889

Fiscal year (2016-2017) to date avoidance: \$17,743

#### **MOTION**

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

#### Library Director's Report –Carol Connell Cannon

The Directed reviewed highlights from her report which was mailed to the Board. Also noted:

- Miguelina Molina, Community Services Coordinator, is now able to obtain statistics on the Library's website. This new information will now be included in the Circulation reports.
- Amy LaRocca, Head of Adult Reference, is now able to access Facebook activity on the Library's website.
- The Director attended the 2017 LARC-WLA Joint Annual Conference on May 5<sup>th</sup> at Palisades, NY. Trustee Kathleen J. Hugh attended as well as several staff members. The Conference offered wide-range topics.

#### Committee Reports:

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

- Mario F. Pensa reported that *Hughes Environmental Engineering* has been working on repairing the Library's HVAC system. Mario noted that he met with Hughes to discuss the ongoing issues with the HVAC system.
- Mario F. Pensa announced that currently the LED lights are operating without any issues.
- The irrigation system around the Sundial Garden is in and working.

Vice President Warren E. Berbit exclaimed that the garden around the Sundial looks beautiful. Warren E. Berbit expressed gratitude to the Ramapo Valley Garden Club members for the planting and beautifying the Library's Sundial Garden.

##### Book Sale – Carol Connell Cannon

The next book sale will be held on June 23 and 24.

##### Policies

No Report.

##### Technology –Christine Gigante, Kathleen J. Hugh

No Report.

Finance Committee –Mario F. Pensa

Mario F. Pensa noted that the Finance Committee will be meeting with Paul V. Orazio of *Orazio Financial Services*, to discuss the Library’s long term financial goals and investment policy.

Old Business:

~Long Range Plan – Carol Connell Cannon

The LRP Committee met on May 18, 2017. Carol noted that the meeting accomplished its goals regarding space utilization. The Committee is now in the process of researching Architecture and Space Planning firms.

New Business:

No New Business.

**MOTION**

A motion was made by Mario F. Pensa, seconded by Christine Gigante to adjourn the meeting at 9:10 p.m. Motion approved unanimously.

Respectfully Submitted,

Christine Gigante  
Secretary