

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/MAY 22, 2018

The regular meeting of the Board of Trustees was held on May 22, 2018.
President Craig H. Long called the meeting to order at 8:09 p.m. A quorum was present.

Trustees Present: Craig H. Long, Warren E. Berbit, Mario F. Pensa, Christine Gigante,
Karen Bash-Romaner, Herb Cooper, Michael Minevich, Ben Naylor

Absent and Excused: Donalee Berard

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present:

MOTION

A motion was made by Herb Cooper, seconded by Michael Minevich, and carried to accept the minutes of the regular meeting of April 24, 2018.

Absentions: Karen Bash-Romaner, Ben Naylor

Treasurer's Report –Mario F. Pensa

The Treasurer reported from the April 2018 Cash Balance Sheet and Financial Statement:

- Operating Funds decreased \$196,374 at \$1,328,335.
- Total Reserve Fund increased \$2,233,310.
- Total Funds is at \$3,561,645.
- Variable Income reported: \$5,145.
- Income from Fines and Fundraising are lagging 13-27%.
- Monthly expenses reported: \$205,418.
- Sub-area to monitor above average – Clerical, Benefits TIAA/Disability/Health, Microform Periodicals, Non-Book and Museum passes, Services Contracts, Furniture and Equipment, Professional Fees, Publicity and Printing, Rental Maintenance, ANSER costs.
- Currently operating expenses average run rate is at \$213,666 per month (excluding USB).
- At the current average monthly expense rate we are presently near 7.9% under budget.

The Treasurer noted that the new FY (2018-2019) starting operating balance (\$850,000) allows for expenses, operating margin and potential time lag for receiving funds from the Suffern Central School District (SCSD). The required 2018-2019 operating funds cash balance (850,000) is a priority to maintain the remaining FY. To achieve the required 2018-2019 operating funds balance, the operating expense run rate of near \$213,666 per month through the current fiscal period must be maintained to allow for sufficient starting funds for the new FY.

MOTION

A motion was made by Christine Gigante, seconded by Karen Bash-Romaner, and carried to accept the Treasurer's report as presented. Motion approved unanimously.

Library Director's Report –Carol Connell Cannon

The Director reviewed the following highlights of her report.

- Miguelina Molina, Community Services Coordinator, is pleased that attendance in Adult Programming has been the highest that it has been in nearly a year. The events with the highest attendance are music concerts, films, and exercise events. Carol added that Miguelina is researching for a new DVD projector to replace the old one.
- The Library received a grant of \$1,100 from the NYS Council on the Arts for a series of lectures on local artist Henry Varnum Poor.
- Jennifer Smith, Head of Children's Services, and her staff are ready for the Summer Reading Program which will start on June 11.

Herb Cooper commented on the upcoming changes to the RCLS circulation system regarding automatic renewals. Carol noted that only older materials without any holds will be renewed. Carol stated that this feature is a convenience for the patrons and it promotes customer service.

Committee Reports:

Building and Grounds –Mario F. Pensa

~HVAC System

- *Hughes Environmental Engineering* completed the damper repairs in the HVAC system. Mario will be meeting with Don Long of *Hughes Environmental Engineering* to review the HVAC maintenance contract.

~Sewer Pump Station

- *Rapid Pump & Meter Service Co.* will furnish labor, material and equipment to remove 2 defective check valves and install 2 new check valves for proper operation. The approved cost for this repair will be \$5,625.

~Parking Lot

- Mario reported that the Library's entire parking lot needs crack sealing/filling, asphalt sealing, and line striping. Carol Connell Cannon will consult with Tony Sorice for recommendations of contractors.

Book Sale –Carol Connell Cannon

The next book sale is scheduled for June 15 and 16.

Policies

~*Purchasing Policy*

Mario F. Pensa asked that the Board review the drafted Purchasing Policy for discussion at the next Board meeting. Carol Connell Cannon will share the draft with department heads for input.

Technology –Christine Gigante

No Report.

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

Mario F. Pensa reported that the Committee is drafting an RFP (Request for Proposal) for potential accounting firms for the Library's yearly audit.

Personnel Committee –Warren E. Berbit, Karen Bash-Romaner, Michael Minevich

The Personnel Committee is planning to meet.

Old Business:

~Long Range Plan

Carol Connell Cannon reported that Barbara Corwin the Architect from Cornwall-on-Hudson met with Department Heads for a tour of the Library. Ms. Corwin will be reviewing the Library's LRP, ideas, wants, and needs for each space in the Library. This knowledge will provide a clear idea of the Library's goals. Carol noted that Ms. Corwin will draft a laid out design and is willing to do a presentation for the Board and staff.

New Business:

~Board of Trustees Retreat

Ben Naylor recommended that the Board plan a retreat for Trustees only. This would give the Board the opportunity for extended dialogue on various topics.

MOTION

A motion was made by Christine Gigante, seconded by Herb Cooper to adjourn the meeting at 8:52 p.m. Motion approved unanimously.

Respectfully Submitted,

Christine Gigante
Secretary