

SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING/JUNE 19, 2018

The regular meeting of the Board of Trustees was held on June 19, 2018.  
President Craig H. Long called the meeting to order at 8:05 p.m. A quorum was present.

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

Absent and Excused:

Delayed: Herb Cooper arrived at approximately 8:30 p.m.

Staff Present: Carol Connell Cannon  
Madalen Klein

Public Present:

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

~Deirdre Rock, Suffern Resident

President Craig H. Long welcomed Martha Anderson and Deirdre Rock 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 the RCLS Legislative  
Breakfast on September 14, 2018 at the Sullivan Event Center, Rock Hill, NY. The RCLS  
Annual Business Meeting will also take place after the Legislative Breakfast at which time  
there will be an RCLS Trustee election. Trustee Karen Bash-Romaner expressed interest in  
running for the RCLS Board of Trustees.

~Martha Anderson asked if the Suffern Free Library will be participating in the 'No Fine'  
initiative. Carol Connell Cannon noted that the Library will participate on a six month trial  
basis for children's materials only.

~Martha Anderson informed the Board that the NYS Legislature is granting an increase in  
funding to the Library Construction Aid Program. As a result, there is more money available  
for libraries that have projects that need funding.

President Craig H. Long thanked Martha Anderson and turned the meeting over to the Board of  
Trustees.

### **MOTION**

A motion was made by Karen Bash Romaner, seconded by Ben Naylor, and carried to accept  
the minutes of the regular meeting of May 22, 2018.

Absentions: Donalee Berard

Treasurer's Report –Mario F. Pensa

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

- Operating Funds Decreased at \$96,578.
- Suffern Central School District tax receipts payment of \$299,618 was transferred  
to TD Bank.
- Total Operating funds were reported at \$1,424,913.

- Reserve Funds increased \$8,218.
- Total Funds is at \$3,666,442.
- Variable Income reported: \$6,938.
- Income from Fines and Fundraising are lagging 13-27%
- Monthly expenses reported: \$203,803.
- Sub-area to monitor above average - Clerical, Benefits TIAA/Disability/Health, Microform Periodicals, Museum Passes, Repairs to Building, Service Contracts, Furniture and Equipment, Professional Fees, Publicity & Printing, Rental Maintenance, ANSER costs.
- Currently operating expenses average run rate is at \$212,587 per month (Excluding USB).
- At the current average monthly expense rate we are presently under budget.

The new fiscal year (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.

The required 2018-2019 operating funds cash balance (\$850,000) is a priority to maintain the remaining fiscal year. 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 fiscal year.

## **MOTION**

A motion was made by Donalee Berard, seconded by Michael Minevich, and carried to accept the Treasurer's report as presented. Motion approved unanimously.

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

The Director presented the following highlights of her report.

- Jennifer Smith, Head of Children's Services, has started the Summer Reading registration.
- Andrew Nico, Adult Reference Librarian, is doing a great job with the *Book a Librarian* Program. Patrons are praising him for his good work.
- The LARC Annual Meeting was well attended. Among the many activities was the presentation of the Book of the Year award.

### Committee Reports:

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

##### ~HVAC System

Mario F. Pensa briefly discussed the HVAC system, noting that the A/C issues in the reference office, circulation office, administration office and the upstairs lobby were caused by two compressors not working. The estimated cost by *Hughes Environmental Engineering* is over \$10,000.

##### ~Parking Lot

Mario F. Pensa reported that Carol Connell Cannon received estimates from two paving companies. Mario will review both estimates.

### Book Sale –Carol Connell Cannon

The June 15-16 book sale netted \$3,191.95. The next book sale is scheduled for August 17-18.

Mario F. Pensa praised the book sale volunteers and commented on their impressive organized team of volunteers that set-up, price and manage the inventory of books and other materials, everything from setup to cleanup, of all donated materials.

Policies

~*Purchasing Policy*

The Board is reviewing the drafted Purchasing Policy. Vice President Warren E. Berbit asked that the Board review and note any revisions for discussion.

Technology –Christine Gigante

Christine Gigante introduced *Skedda*, an online room booking system that helps manage room reservations. Christine would like to meet with Miguelina Molina, Community Services Coordinator, to discuss this booking system.

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

No Report.

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

No Report.

President Craig H. Long announced that the Finance Committee and Personnel Committee will have a discussion during Executive Session.

Old Business:

~*Long Range Plan*

Carol Connell Cannon reported that Barbara Corwin the Architect from Cornwall-on-Hudson submitted a proposal. The LRP Committee will meet to review the proposal.

New Business:

~Retreat for Trustees

President Craig H. Long announced that the Board will discuss dates for the retreat at the next Board meeting.

~July/August Meetings

President Craig H. Long announced that usually the July and August regular meetings are suspended. The President stated that the next regular meeting of the Board will be held on Tuesday, September 25, 2018, at 8:00 pm.

~Martha Anderson and Deirdre Rock thanked the Board and left the meeting at approximately 9:25 p.m.

President Craig H. Long asked to adjourn the meeting for executive session to discuss personnel.

## **MOTION**

A motion was made by Michael Minevich, seconded by Herb Cooper and carried to begin executive session at 9:28 p.m.

~Carol Connell Cannon and Madalen Klein left the meeting at 9:28 p.m.

Vice President Warren E. Berbit prepared the following Resolution:

### **RESOLUTION**

**BE IT RESOLVED**, regarding staff compensation in 2018, after duly considering the recommendations of the Finance Committee, which in turn, considered the recommendations of the Director and all other factors, and after due deliberations in Executive Session, as follows:

1. That the across-the-board increase to the entire staff shall be 2%.
2. That in addition, certain key staff members and the Director shall be given additional increases as per the confidential list.
3. That salaries shall be adjusted as necessary to place each employee on a July 1<sup>st</sup> annual effective date for salary purposes, effective July 1, 2018.
4. That the Board President shall discuss all increases with the Director, including her increase, and she shall discuss same with those subject to additional increases beyond the 2%.
5. That for utilization in the next salary review cycle, every effort shall be made to develop forms and procedures to evaluate the Director and other key staff persons acting as department heads, or assistants to same, or the equivalent; such to include goals and objectives.
6. That the Director's initial effort in developing such a form or forms and procedures per item #5, should be given first consideration in finalization of the same.
7. That the Director shall cooperate with staff and assist Library Trustee Donalee Berard in developing an exact procedure to effectuate item #3 as of July 1, 2018.

Motion: Warren E. Berbit

Second Motion: Michael Minevich

Vote: All in favor

Date: June 19, 2018

President Craig H. Long reconvened and adjourned the regular meeting at 10:30 p.m.

Respectfully Submitted,

Christine Gigante  
Secretary

