

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/SEPTEMBER 25, 2018

The regular meeting of the Board of Trustees was held on September 25, 2018.
President Craig H. Long called the meeting to order at 8:02 p.m. A quorum was present.

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

Absent and Excused: Warren E. Berbit, Christine Gigante

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: No Public Present

In absence of Secretary Christine Gigante, President Craig H. Long appointed
Karen Bash-Romaner Secretary Pro Tem.

MOTION

A motion was made by Mario F. Pensa, seconded by Donalee Berard, and carried to accept the minutes of the regular meeting of June 19, 2018. Motion approved unanimously.

Treasurer's Report –Mario F. Pensa

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

- Operating funds decreased at \$230,646.
- Total Operating funds were reported at \$784,795.
- Reserve funds reported at \$1,922,964.
- Total funds reported \$2,707,759.
- Variable Income reported \$12,954 (largely due to grants, fines and lost books).
- Monthly expenses reported: \$246,368.

As related to current withheld Suffern Central School District funding, operating funds spending should be monitored closely and limited until funding is received. Based on current initial spending, \$373,421 remains available until the end of October 2018 meeting budget expectations.

MOTION

A motion was made by Ben Naylor, 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.

- A representative from *Utica National Insurance Group* did the yearly walk through inspection throughout the building.
- The Director reviewed the report that she developed from RCLS' Direct Access Report. This report listed patrons who visited from 20 other libraries and listed the top 20 libraries that Suffern patrons visited.
- The RCLS 2019 Operating Budget was presented to member library Trustees and Directors at the September 25, 2018 budget hearing. Trustees Donalee Berard and Herb Cooper attended along with Carol Connell Cannon.

Donalee Berard presented highlights of the 2019 RCLS Operating Budget hearing which includes the General Operating portion and ANSER (Automated Network Services) portion.

The 2019 RCLS Operating Budget increased by 2.6%.

- The RCLS Service Fee increased by \$25,189 as a result of a State Aid shortfall. The Library's payment will increase by \$849.67 to a total of \$4,060.
- The ANSER fees are budgeted for an increase of 3.5%. The Library's payment will increase by \$209.77 to a total of \$84,904.55.

President Craig H. Long asked for a motion to approve the RCLS 2019 Budget as presented.

MOTION

A motion was made by Donalee Berard, seconded by Mario F. Pensa, and carried to accept the RCLS 2019 Budget as presented. Motion approved unanimously.

Committee Reports:

Building and Grounds –Mario F. Pensa

~Parking Lot

Mario reported that he reviewed two estimates from paving companies for the Library's parking lot which is in need of crack sealing/filling, asphalt sealing, and line striping. Mario noted that this project is on hold until next spring.

~HVAC System

Mario F. Pensa discussed the HVAC system, noting that *Hughes Environmental Engineering* has proposed a 2019 Maintenance Agreement for review. Mario briefly explained how the HVAC controls run the HVAC system and how the controllers share information making sure the building automation systems work together efficiently. Mario proposed the possibility of replacing the HVAC master controller and work station. The estimated cost would be over \$40,000. Mario is looking for alternatives and competitive bidding.

~Natural Gas Renewal

Mario F. Pensa informed the Board that the Library's natural gas renewal from *M&R Energy Recourses Corp* will be renewed at a better fixed rate for one year. Mario noted that the agreement terms can be renegotiated in response to market rates.

~Sewer Pumps

Mario F. Pensa announced that *Septic Solutions* pumped the septic tanks. The pumps are currently working.

Book Sale –Carol Connell Cannon

The August 17-18 book sale netted \$3,305.70 for the Library. The lobby book sale totals from January to August 2018 total: \$3,833.85.

The upcoming Preview sale for the Suffern and Sloatsburg card holders will be on Thursday, October 11 from 6:30-8PM. The regular book sale will be held on Friday, October 12 from 10AM – 4PM and Saturday, October 13 from 10AM – 2PM.

President Craig H. Long announced his gratitude to Joyce Nencetti, and volunteers for their work and commitment to the book sales.

Mario F. Pensa recommended that the Library have a formal policy document for book sale procedures. The Board will discuss further.

Policies

~Purchasing Policy

Mario F. Pensa presented the Board with a draft of the reworded Purchasing Policy. Mario suggested Board review and feedback for discussion and possibly approval at the next Board meeting.

Technology –Christine Gigante

No report.

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

Mario F. Pensa asked that the Director email an itemized capital spending list for review.

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

Karen Bash-Romaner announced that the Committee is planning to meet soon. Ben Naylor announced that he will be joining the Personnel Committee.

Old Business:

~Long Range Plan

Carol Connell Cannon will be meeting with the LRP Committee to review the proposal to be submitted from Barbara Corwin.

New Business:

- The Board congratulated Karen Bash-Romaner, elected RCLS Trustee representing Rockland County.
- Carol Connell Cannon announced that the Library's auditor, Steven Straubinger, has started the yearly financial audit.

MOTION

A motion was made by Karen Bash-Romaner, seconded by Donalee Berard to adjourn the meeting at 9:02 p.m. Motion approved unanimously.

Respectfully Submitted,

Karen Bash-Romaner
Secretary Pro Tem