

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/NOVEMBER 27, 2018

The regular meeting of the Board of Trustees was held on November 27, 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, Karen Bash-Romaner, Donalee Berard,
Erb Cooper, Michael Minevich, Ben Naylor

Absent and Excused: Mario F. Pensa, 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 Ben Naylor, seconded by Erb Cooper, and carried to accept the minutes of the regular meeting of October 23, 2018 with the following amendment noted by Erb Cooper that on page 4 under the motion to hold a Budget Vote on March 26, 2019 add the words '*Abstention: Erb Cooper.*' Motion approved.

Abstention: Michael Minevich

Treasurer's Report –Donalee Berard

In absence of the Treasurer Donalee Berard reported from the October 2018 Cash Balance Sheet and Financial Statement:

- Operating Funds increased at \$2,124,140 due to receipt of Suffern Central School District funds of \$2,332,875.
- Total Operating Funds were reported at \$2,711,501.
- Reserve Funds reported increased at \$2,275,663 due to receipt of US Bond Service Funds of \$421,258.
- NFS Funds decreased by 3.3% this period at \$1,821,414.
- Total Funds reported \$4,987,163.
- Variable Income reported \$3,378.
- Monthly Expenses reported: \$214,180.
- Present operating expenditures are running below budget estimates this period.

Donalee Berard also added that the NFS funds decreased by 3.3% due to October's stock market performance. Donalee gave an analysis of the market and noted that after a volatile month in October, the market is doing better in November.

Donalee Berard informed the Board that Paul V. Orazio the Library's financial advisor will attend the January Board meeting to review the Library's investment portfolio.

MOTION

A motion was made by Erb Cooper, 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 reviewed the following highlights of her report.

- Amy La Rocca, Head of Adult Reference attended several informative programs.
- October was a busy month for Library sponsored programs. Jennifer Smith, Head of Children's Services, offered 98 children's programs, and Miguelina Molina, Community Services Coordinator, had a record breaking attendance for her adult programs.
- Carol Connell Cannon attended a presentation at RCLS about Discrimination and Harassment in the workplace.

Committee Reports:

Building and Grounds –Mario F. Pensa

~HVAC System

No Report

Book Sale –Carol Connell Cannon

The next book sale is scheduled for December 7 from 10AM-4PM and December 8 from 10AM-2PM.

Policies

~*Purchasing Policy*

The President recommended that the Purchasing Policy be reviewed tonight for amendments and the Policy be adopted by the Board. The President noted that future revisions can be made by following the process referred to in the policy statement, *Review of Policy* (page 5).

MOTION

A motion was made by Karen Bash-Romaner, seconded by Ben Naylor, and carried to accept with the proposed amendments, the Director's version of the Library's Purchasing Policy. Motion approved.

Vice President Warren E. Berbit thanked Mario F. Pensa for his contribution and efforts regarding the Purchasing Policy.

Carol Connell Cannon informed the Board that Miguelina Molina will be reviewing the Library's existing internal policies as well as determining the need for new polices. Among the policies to be reviewed are: Code of Conduct Policy, Displays and Exhibits Policy, Meeting Room Policy and Programs & Events Policy. Carol noted that Miguelina has an open invitation for any Board member who would like to work with her on this project.

Technology –Christine Gigante

No Report

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

No Report

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

Karen Bash-Romaner announced that the Personnel Committee will schedule a meeting.

Old Business:

~*Long Range Plan*

Carol Connell Cannon reported that the LRP Committee met with Barbara Corwin the Architect from Cornwall-on-Hudson on November 13. Barbara Corwin presented several options in redesigning the adult reference area for a computer lab as well as improvements in the café area. Overall, the meeting was productive.

New Business:

~TIAA

Donalee Berard announced that TIAA updated the Library's 403 (b) retirement plan documents as required by the DOL and IRS. Donalee also reminded the Board that the Library should consider looking into different retirement plan providers.

~Trustee Training

Donalee Berard informed the Board that *New York's Public Library System Organization* is considering the possibility of a state regulation that would require trustees to have a three hour training session yearly. Donalee reminded the Board that Grace Riario from RCLS emailed a link to Trustees to review the proposed regulations and provide feedback.

~HVAC

Upon the recommendation of Mario F. Pensa's research regarding a new boiler, the Board agreed to replace boiler #1.

MOTION

A motion was made by Erb Cooper, seconded by Ben Naylor, and carried to replace boiler #1 with the funds to be paid from the capital fund.

Motion approved unanimously.

President Craig H. Long noted that the entire Board of Trustees appreciates Mario F. Pensa's extensive work regarding the HVAC system.

President Craig H. Long reminded the Board that the December meeting is scheduled for December 18th at noon.

MOTION

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner to adjourn the meeting at 9:25 p.m. Motion approved unanimously.

Respectfully Submitted,

Karen Bash-Romaner
Secretary Pro Tem