

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/FEBRUARY 26, 2019

The regular meeting of the Board of Trustees was held on February 26, 2019. President Craig H. Long called the meeting to order at 8:51 p.m. A quorum was present.

Trustees Present: Craig H. Long, Mario F. Pensa, Christine Gigante, Karen Bash-Romaner, Donalee Berard, Erb Cooper, Michael Minevich

Absent and Excused: Warren E. Berbit, Ben Naylor

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: Jennifer Campagna, Robin Rader, Darlene Rok

MOTION

A motion was made by Donalee Berard, seconded by Michael Minevich, and carried to accept the minutes of the regular meeting of January 22, 2019. Motion carried.

Abstentions: Christine Gigante, Karen Bash-Romaner

Treasurer's Report –Mario F. Pensa

The Treasurer reported from the January 2019 Cash Balance Sheet and Financial Statement:

- Operating Funds decreased \$269,255.
- Total Operating funds were reported at \$2,036,692.
- Reserve Funds were reported at \$2,251,997.
- NFS Investment Funds were reported at \$1,848,896.
- Total Funds reported \$4,288,689.
- Variable Income reported \$8,800.
- Pilot Fund Income of \$6,589 remains in question if funds will be turned over to the Library by Suffern Central School District.
- Income from fines, interest, and rentals are below average for this time of the year.
- Monthly expenses reported: \$329,800.
- Above average expenses are: Salaries, Library Materials, and Library Operations.
- Overall, total expenses are slightly above estimates for this period.

MOTION

A motion was made by Erb Cooper, 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.

- Carol announced that she will be attending NYLA Library Advocacy in Albany.
- The Library will be participating with the Suffern Chamber of Commerce to promote the Library. Nancy Wendt, Manager of Circulation Services, and her son, delivered to the new Sheldon residence 90 welcome totes filled with Library materials.
- Once again, the electronic device in the security gates failed; therefore circulation statistics for February will be an estimate.
- Library Budget Vote is scheduled for March 26, 2019. Mr. Robert Romanowski of Suffern Central School district will be handling the Library Budget Vote.

- Staff members, Jennifer Smith, Amy La Rocca and Nancy Wendt will attend the Sexual Harassment Training in March, at the Westchester Library System. They will then develop in-house training sessions for staff, trustees and volunteers. There will be various dates and times available to accommodate everyone.

Donalee Berard suggested getting estimates for replacing the door counter and possibly upgrading the security gates. In addition, Carol should contact BRiDGES, for their recommendation.

President Craig H. Long changed the order of the Agenda and turned the meeting over to Jennifer Campagna, who is interested in opening and running the Library's cafe. Jennifer presented her business plan and goals in detail, and is optimistic about the cafe's possibilities.

President Craig H. Long informed Jennifer that the Board will review and discuss the proposal over the next few months, at which time a decision may possibly be made.

Jennifer Campagna thanked the Board of Trustees for their time, and left the meeting at 9:24 p.m.

Committee Reports:

Building and Grounds –Mario F. Pensa

~HVAC System

Mario F. Pensa reported that the new boiler was installed. However, there is still more work to be done. The technician from *Hughes Environmental Engineering* noted that, when the old insulation was removed during the installation, it revealed that the piping underneath corroded. A proposal for replacing the piping will be submitted. Mario also noted that the technician was able to salvage working parts such as wiring, from the old boiler, and use it for the new boiler.

~Parking Lot

Mario reminded the Board that the Library's entire parking lot needs repaving and line striping. Carol Connell Cannon will inquire for recommendations of contractors for quotes.

Book Sale –Carol Connell Cannon

The February 15 and 16 book sale netted \$3,180.50 for the Library.

Policies

No Report

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

No Report

Long Range Plan

Carol Connell Cannon announced that the LRP Committee will be scheduling a meeting with architects, Barbara Corwin and Meghan Corwin.

Mario F. Pensa pointed out that the architect's proposal is extensive, and recognizes that the proposal is based on the Committee's and staff's ideas. Mario expressed his concern regarding the 'vast' proposal, and noted that it is imperative that the Committee define the scope of work, establish priorities, and clarify to the architect what the overall expectations of the project are.

Mario noted that by taking these steps, and focusing on one project at a time, the architect will have a direction and clear understanding of the project's objectives, goals, and which project is important to implement first.

Donalee Berard added that as Mario suggested, before meeting with the architect, the LRP Committee should first meet to define the scope of the project, and decide which project has the highest priority. Donalee noted that the architect should address each phase of the project the LRP Committee recommends, and submit a breakdown of the cost for Board review and final approval.

Carol Connell Cannon will schedule a meeting with the LRP Committee before meeting with Barbara Corwin.

Old Business:

~Budget FY 2019-2020

Donalee Berard noted that the final version of the Budget was approved on January 22, 2019 at the regular meeting.

New Business:

~Appointment of Nominating Committee

President Craig H. Long appointed Christine Gigante to serve as Chair of the Nominating Committee to present a slate of officers at the March Board meeting. Christine Gigante accepted.

~NYS Annual Report FY 2017-2018

The Director presented the 2018 *Annual Report for Public and Association Libraries* and asked for Board approval.

MOTION

A motion was made by Karen Bash-Romaner, seconded by Erb Cooper, and carried to accept the 2018 *NYS Annual Report for Public and Association Libraries* as presented. Motion approved unanimously.

~Conflict of Interest Annual Review

The Director asked the members of the Board of Trustees in attendance to sign the Conflict of Interest annual reaffirmation. Those present signed the affirmation.

Public Comment:

No Public Comment

MOTION

A motion was made by Erb Cooper, seconded by Christine Gigante to adjourn the meeting at 9:57 p.m.

Respectfully Submitted,

Christine Gigante
Secretary