

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/JUNE 25, 2019

The regular meeting of the Board of Trustees was held on June 25, 2019.
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, Donalee Berard,
Erb Cooper, Ben Naylor

Absent and Excused: Christine Gigante, Karen Bash-Romaner, Michael Minevich

Staff Present: Carol Connell Cannon
Madalen Klein

Public Present: Joyce A. Nencetti

In absence of Christine Gigante, President Craig H. Long appointed Ben Naylor
Secretary Pro Tem.

President Craig H. Long welcomed Ex-Officio Board Member and currently, Head of Book
Sales, Joyce A. Nencetti to the regular scheduled meeting of the Board of Trustees.

The President changed the order of the Agenda and turned the meeting over to
Joyce A. Nencetti.

Joyce A. Nencetti reported the total book sales to date have netted \$9,154.50 for the Library.
The book sales are well attended and the efforts of the volunteers are appreciated.

Joyce explained to the Board that she and her volunteers have been approached by various
people about the behavior of others during the book sales. At times, the sales are no longer an
enjoyable experience for those that attend. To ensure everyone's safety, the book sale
volunteers need support, and a definite course of action to follow that will protect all, if any
uncomfortable situation arises.

Ben Naylor suggested that the Board should consider hiring a security guard during the book
sales.

President Craig H. Long and the Board of Trustees conveyed their appreciation to Joyce and to
all the dedicated volunteers that make the book sales possible.

Joyce A. Nencetti thanked the Board and left the meeting at 8:42 p.m.

After a lengthy discussion, the Board addressed Joyce's concerns and agreed that a security
guard should be present during the start of each book sale.

Carol Connell Cannon will research potential security companies that offer these services.

Approval of Minutes –May Meeting

MOTION

A motion was made by Ben Naylor, seconded by Mario F. Pensa, and carried to accept the
minutes of the regular meeting of May 28, 2019. Motion carried.

Abstentions: Warren E. Berbit, Erb Cooper

Treasurer's Report –Mario F. Pensa

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

- Operating Funds decreased by \$183,416.
- Total Operating Funds were reported at \$1,579,475.
- Reserve Funds were reported at \$2,291,742.
- NFS Investment Funds were reported at \$1,885,560.
- Total Funds reported \$3,871,217.
- Variable Income reported \$5,262.
- Income from Fines, Other Rentals, Fundraising and Membership are below estimates.
- Pilot Fund Income of \$6,589 remains in question if funds will be turned over to the Library by Suffern Central School District.
- Monthly Expenses reported: \$190,713.
- Expenses above estimates are as follows: Total Clerical, Total Books, Museum Passes, Building Services, Printing, Professional Fees, Rental, Repairs, ANSER and Programs.
- Overall, expenses are below the estimated budget for this period, with remaining funds at \$404,909 (excluding bond fund reserves).

MOTION

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

Donalee Berard mentioned that circulation of items has increased significantly from April to May.

Mario F. Pensa added that the January and February door counts are under, whereas in March, April and May, the numbers are relatively closer.

Library Director's Report –Carol Connell Cannon

The Director reviewed the following highlights of her report.

- Summer Reading activities are underway.
- The Library's museum passes are popular in the summer and are borrowed often. The Library will now be offering the NY State Empire Pass to patrons.
- The Children's Department continues to see fewer babies at story time due to the measles outbreak. However, older children are attending Programs.

Committee Reports:

Building and Grounds –Mario F. Pensa

Mario reviewed Jack Sciranka's building report as follows:

~Lights

USA LED repaired the parking lot lights and indoor lights. They will be back to repair the lobby entrance light; the fixture is corroded and needs a part which they will order.

~Large Meeting Room

The large meeting room needs painting and the carpet needs to be cleaned.

~Parking Lot

Dave MacKenzie will be trimming back trees that are overgrown and submitting a quote for the outside caulking that is needed in various areas of the parking lot.

~Gutters

The gutter and downspout by the side door needs repair. Mario informed the Board that *Precision Roofing* submitted a quote and will do the repairs.

Mario F. Pensa mentioned that Jack Sciranka's building report is helpful and much appreciated. Mario suggested a "To-Do List" of all the tasks that need to be carried out will also be beneficial.

Mario F. Pensa

~Surveillance Cameras

Mario F. Pensa and Carol Connell Cannon met with Nick D'Ambrosio from *Don't Be Alarmed* to discuss outdoor parking security cameras. The estimated cost for 8 cameras is around \$15,000. Mario will also contact other vendors for quotes.

President Craig H. Long announced that the Fire Inspector was at the Library to inform administration that he is receiving false alarm signals from the Library, which requires attention immediately. The fire alarm company was notified of the issue and is working on a solution.

Book Sale –Carol Connell Cannon

The regular book sale on Friday and Saturday (June 14 and June 15) netted \$2,644.25. The next book sale is scheduled for Thursday, August 8 from 4PM-8PM and Friday, August 9, from 10AM-3PM.

Policies

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

Café Committee –Donalee Berard, Ben Naylor

Carol Connell Cannon announced that Carlos Martinez, of BRiDGES, is available to meet with the Café Committee on the 11th or 12th of July.

Old Business:

Long Range Plan

Carol Connell Cannon announced that Architect Barbara Corwin dropped off a floor plan board and cut-outs to help the LRP Committee try out different visual arrangements on the board.

New Business

~Final Tally of the Budget Vote Results

Carol Connell Cannon announced the official statement of the April 23, 2019 Budget Vote:

Suffern Free Library	YES 191	NO 18
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Sloatsburg Public Library	YES 68	NO 7
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Total:	YES 259	NO 25
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MOTION

A motion was made by Warren E. Berbit, seconded by Donalee Berard to accept the Final Tally of the April 23, 2019 Library Budget Vote. Motion approved unanimously.

MOTION

Donalee Berard motioned, seconded by Ben Naylor, and carried to authorize Carol Connell Cannon to employ the services of a security guard, during the start of each book sale, not to exceed \$500.

~By-Laws and Library Policies

President Craig H. Long announced that Library policies may be changed by Resolution of the Board of Trustees.

~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 24, 2019, at 8:00 pm. The President noted that a special meeting of the Board may be called if necessary.

Donalee Berard asked the Director to inform the Board if anything major comes up with the LRP that might require a special meeting.

The President asked if there were any other matters to be addressed.

Donalee Berard added that *Orazio Financial Services* emailed a notice regarding a stock buyback offered by Lyondellbasell Industries, of which the Library is a shareholder. *Orazio Financial Services* recommended that the Library not participate in this buyback. Given the information, Donalee advised to take their recommendation.

MOTION

A motion was made by Ben Naylor, seconded by Warren E. Berbit and carried to adjourn the meeting at 9:23 p.m.

Respectfully Submitted,

Ben Naylor
Secretary Pro Tem