

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

The regular meeting of the Board of Trustees was held on March 26, 2019.  
President Craig H. Long called the meeting to order at 8:01 p.m. A quorum was present.

Trustees Present: Craig H. Long, Mario F. Pensa, Christine Gigante, Donalee Berard,  
Erb Cooper, Michael Minevich, Ben Naylor

Absent and Excused: Warren E. Berbit, Karen Bash-Romaner

Staff Present: Carol Connell Cannon  
Madalen Klein

Public Present: No Public Present

**MOTION**

A motion was made by Christine Gigante, seconded by Donalee Berard, and carried to accept the minutes of the regular meeting of February 26, 2019. Motion carried.

Abstentions: Ben Naylor

Treasurer's Report –Mario F. Pensa

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

- Operating Funds decreased \$200,028.
- Total Operating Funds were reported at \$1,836,463.
- Reserve Funds were reported at \$2,271,015.
- NFS Investment Funds were reported at \$1,867,229.
- Total Funds reported \$4,107,479.
- Variable Income reported \$5,772.
- Income from Fines, Interest and Fundraising are below estimates.
- Pilot Funds Income of \$6,589 remains in question if funds will be turned over to the Library by the Suffern Central School District.
- Monthly expenses reported: \$206,095.
- Expenses above estimates are: Salaries, Library Materials and Library Operations.
- Overall, total monthly average expenses (\$232,416 without Debt Service) are at \$224,413. This is relatively high as compared to other years.

**MOTION**

A motion was made by Donalee Berard, seconded by Erb Cooper, 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.

- The Board of Education at their March 5, 2019 meeting approved the amended date for the Library's Budget Vote to be now held on Tuesday, April 23, 2019.
- The LARC (Library Association of Rockland County) conference will be held on Friday, April 12 at the Crestview Conference Center in West Nyack. Jennifer Cohen, YA Reference Librarian, who developed an award-winning disaster plan, will be presenting a step by step disaster plan for libraries so they can create their own disaster response plan. Carol would like to have Jennifer create a preparedness plan for the Suffern Free Library.

- Carol announced that Rockland County Executive Ed Day has declared a state of emergency in Rockland County for the measles outbreak. To raise awareness, the county executive's office is preparing posters that they will provide to all libraries.

#### Committee Reports:

Building and Grounds –Mario F. Pensa

~HVAC System

Mario F. Pensa noted that *Orange & Rockland Utilities* replaced the gas regulator. Mario has asked Hughes Environmental Engineering to provide a copy of the Andover Program and settings (buildings digital automation system that controls and monitors the HVAC) from Jersey State Controls.

~Parking Lot

Mario F. Pensa noted that he is waiting for recommendations of contractors for quotes.

Book Sale –Carol Connell Cannon

The special preview sale for the Suffern and Sloatsburg Library card holders is scheduled for May 2 from 6:30-8PM. The regular book sale is scheduled for May 3 from 10AM-3PM and May 4 from 10AM-2PM. Carol announced that Angela Lakovich, a long time book sale overseer and volunteer is retiring. The book sale volunteers are honoring her with a luncheon at the Library. The Board authorized Carol to use approximately \$200 of book sale money to cover the cost of the luncheon.

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

Old Business:

Long Range Plan

Carol Connell Cannon announced that the LRP Committee is trying to schedule a meeting, before the Committee meets with architects, Barbara Corwin and Meghan Corwin.

New Business:

~Nominating Committee

Christine Gigante, Chair of the Nominating Committee, presented the slate of officers for 2019 as follows:

Craig H. Long, President

Warren E. Berbit, Vice President

Mario F. Pensa, Treasurer

Christine Gigante, Secretary

#### **MOTION**

Christine Gigante motioned to accept the slate of officers as presented. Motion carried unanimously.

~Organizational Appointments

President Craig H. Long presented the Organizational Appointments for 2019:

Financial Institutions: M and T, Sterling National Bank, TD Bank, US Bank, National Financial Services LLC

Official Newspapers –Legal Notices: The Journal News, Rockland County Times, Our Town

Attorneys: Balsamo, Byrne, Cipriani and Ellsworth

Auditors of Library Funds: Fulton, Menfi, Frega, Straubinger & Berlamino, LLC

Signatories for Library Accounts: Craig H. Long, President  
Warren E. Berbit, Vice President  
Mario F. Pensa, Treasurer

Donalee Berard recommended that the Board add Key Bank and Chase Bank to the Library's Financial Institutions.

Donalee Berard mentioned that last year the Library's Organizational Appointments were accepted with the exclusion of the Auditors of Library Funds and that an RFP (Request for Proposal) would be composed for potential accounting firms for the Library's yearly audit. Donalee noted that the Library's fiscal year ends in June 2019, which gives enough time to compose an RFP and mail it to potential firms.

**MOTION**

A motion was made by Christine Gigante, seconded by Ben Naylor, and carried to accept the above Organizational Appointments, with the exclusion of the Auditors of Library Funds, and to add Key Bank and Chase Bank as the Library's Financial Institutions. Motion carried.

NYS Law –Smoking on Public Property

The Board acknowledged the *New York Public Health Law* regarding smoking on public property. Carol Connell Cannon announced that there will be signs placed outside the building to inform people.

Donalee Berard initiated a discussion regarding opening the Library's café. Donalee announced that she met Executive Director Carlos Martinez, of BRiDGES, a nonprofit organization that advocates for people with disabilities. BRiDGES opened a café in the Rockland County Courthouse. The café is run by veterans and it is doing well. Donalee stated that Carlos Martinez is considering opening cafes in libraries and would like to meet with Carol Connell Cannon. Donalee mentioned that the Library has options about operating the Library's café, and offered to look into the matter and report back to the Board.

President Craig H. Long suggested a Café Committee and asked for Board volunteers. Donalee Berard and Ben Naylor will make up the Committee. Michael Minevich noted that he is already part of the LRP Committee. Donalee Berard noted that the café can be incorporated as part of the LRP, and that the Café Committee can then work with the LRP Committee.

The Board briefly discussed Jennifer Campagna's café proposal. At this time, the Board would like to explore other options before a decision is made.

President Craig H. Long expressed his condolences over the loss of William S. Gould, III, and praised Mr. Gould's accomplishments, his impact to the community and his support of the Library.

The President asked that the meeting be adjourned in memory of William S. Gould, III. All present agreed to speak as one in expressing the Board's deepest condolences to the Gould family.

Meeting adjourned at 8:56 p.m.

Respectfully Submitted,

Christine Gigante  
Secretary