

SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING/JUNE 23, 2020  
**ZOOM BOARD MEETING**

The regular meeting of the Board of Trustees was held on June 23, 2020 via Zoom. President Craig H. Long called the meeting to order at 7:11 p.m.

Trustees Present: Craig H. Long, Mario F. Pensa, Karen Bash-Romaner, Donalee Berard, Erb Cooper, Michael Minevich, James J. Galvin, Mark Murphy.

Absent and Excused: Warren E. Berbit,

Staff Present: Carol Connell Cannon

Public Present: None

**MOTION**

A motion was made by Mario F. Pensa, seconded by Donalee Berard, and carried to accept the minutes of the regular meeting of May 26, 2020. Motion approved unanimously.

Treasurer's Report –Mario F. Pensa

The Treasurer reported from the May 2020 Cash Balance Sheet and Financial Statement:

- Operating funds increased \$125,534, due to receipt of tax funds from the Suffern Central School District.
- Total Operating Funds were reported at \$1,789,963.
- NFS Investment Funds were reported at \$2,022,229.
- Total Reserve Funds were reported at \$2,428,858.
- Total Funds \$4,218,820.
- Income from fines, rentals and commissions reported below estimates.
- Variable Income was reported below average estimates at \$516.
- Monthly Expenses were reported at \$186,571.
- Above average expenses are: Professional Salaries, Electronic Resources, Insurance, Building Services Contracts, Rental Equipment Maintenance, ANSER and Board expenses.
- Overall, Budget remains below estimates for this period.

**MOTION**

A motion was made by Donalee Berard, 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**

Carol reviewed the reopening plan. The progress toward this plan is limited to the NYS Phases, which limits the Library to have 50% of the staff on the premises at any time.

As mentioned last month, curbside service will start on June 23, 2020. Staff members are looking forward to seeing our community and getting new materials to them.

As of this meeting, all Summer Reading programs will be online. There will be times when participants can pick up craft kits or logs to document their progress.

## Committee Reports:

### ~Building and Grounds –Mario F. Pensa

Outdoor Camera Project – Mario reported that approximately half of the work is now completed. The cables need to be pulled. Mario will follow up with Nick D'Ambrosio, owner of *Don't Be Alarmed* to see if the cameras are on order and when the wiring would be scheduled.

HVAC Projects – Mario reported that AC units 3 and 4 both had problems with the compressors. Unit 4's compressor completely failed. Hughes Environmental believes that the insulation around the underground pipes has rotted. The accumulator was also part of the problem as the liquid coolant turned into slush and flowed back into the compressor. Repairs have been approved and will be completed shortly. Suggestion was made to look into whether the coils may need to be replaced in the future to accommodate the 410 coolant.

### Womans' Club –Gift of an Outdoor Area for Children

Mario F Pensa developed two documents that Carol Connell Cannon shared with the chair of the Centennial Celebration, Krista Holversten. Carol will send the documents to the Board.

### ~Book Sale

Book sales are on hold for the immediate future.

### ~ Policies

Miguelina Molina provided a draft of a Social Media Policy. The Board will review the policy and discuss at the next meeting.

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

Mario F. Pensa reported that he re-established the account at M&T Bank. The account was inactive and this action was needed. Mario and the committee will consider transferring funds. Mario will be in touch with *Orazio Financial Services*.

Donalee Berard suggested that we scan and email Steve Straubinger, auditor, the Library's end-of-fiscal year documents when available. An alternative is boxing up documents and dropping them off at his office.

### ~Café Committee –Donalee Berard

Project is on hold while the Library remains closed to the public.

### Old Business:

#### ~Long Range Plan

Progress on the LRP is on hold at this time.

### New Business:

President Craig H. Long announced that the Board usually does not meet in July or August. Karen Bash-Romaner requested setting Zoom meeting for a July 28.

## **MOTION**

A motion was made by James J. Galvin, seconded by Erb Cooper, and carried to adjourn the meeting at 8:23 p.m.

Respectfully Submitted,

Karen Bash-Romaner  
Secretary

