

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/JULY 28, 2020
ZOOM BOARD MEETING

The regular meeting of the Board of Trustees was held on July 28, 2020 via Zoom. President Craig H. Long called the meeting to order at 7:09 p.m.

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

Absent and Excused:

Staff Present: Carol Connell Cannon

Public Present: None

MOTION

A motion was made by Karen Bash-Romaner, seconded by Mario F. Pensa, and carried to accept the minutes of the regular meeting of June 23, 2020. Motion approved unanimously. Abstentions: Warren E. Berbit

Treasurer's Report –Mario F. Pensa

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

- Operating funds decreased \$184,960.
- Total Operating Funds reported at \$1,605,003.
- NFS Investment Funds reported at \$2,039,796.
- Total Reserve Funds reported at \$2,081,401.
- Total Funds \$3,686,404.
- Income from fines, rentals and commissions, lost books and membership reported below estimates.
- Variable Income reported at \$143,274 due to CARES Retention credit of \$138,838.
- Monthly Expenses reported at \$575,949 due to bond debt payment of \$367,610 and operating expenses of \$208,339.
- Above estimated expenses are NYS Disability, Insurance, Rental Equipment Maintenance and Board Expenses.
- Overall, the estimated budget ended the FY below estimates by 10%.
- The Board of Trustees recognizes our staff during these difficult and tasking times in their continued commitment to the mission of the Suffern Free Library and Community.

MOTION

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

Library Director's Report – Carol Connell Cannon

Carol Connell Cannon reviewed the status of Library operations. Curbside service, which started in late June, has been successful. People coming up to the lobby commented on how happy they were to see the staff.

Programs for all ages are thriving. We have had outside programs for children at social distancing as well as the virtual programming. Adult patrons are responding at record numbers. Children and teens come to the curbside to pick up their craft packet. The packets

include instructions, but most like to wait to follow along online. Department Heads are discussing how we move forward to continue to reach as many people as we can.

Carol informed the Board that RCLS removed the borrowing and holds restrictions for Finkelstein Memorial Library. This was not a planned change. It was a result of changing the delivery routes to limit the exposure of staff with materials. The Board discussed this.

MOTION

Donalee Berard made a motion to keep the over-usage restrictions in place. Seconded by Marion F. Pensa. Motion carried to acceptance. Carol will draft a letter that President Craig H. Long will send to the RCLS Board.

Committee Reports:

~Building and Grounds –Mario F. Pensa

Outdoor Camera Project –Nick D’Ambrosio, co-owner of *Don’t Be Alarmed* was finalizing a completion date.

HVAC Projects –Mario F. Pensa reported that there are continued issues with AC Units 3 and 4. Mario was expecting a conference call with Hughes the on day of this meeting, but that did not happen. Mario will follow up.

Woman’s Club of Suffern

Woman’s Club 100 Anniversary Gift. Discussion followed that Carol should contact Krista Halvorsten about the Club’s plans. Mario offered to meet with the committee.

~Book Sale

Book sales are on hold for the immediate future.

~ Policies

Social Media Policy

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

Donalee Berard reported that Revenues are not on par with last year. Donalee has recommended pursuing the CARES ACT to help recoup some funding.

The Board was presented an amended budget for the year 2020-2021 to reflect changes due to COVID-19. Taxes will not be increased from last year therefore, not requiring a vote. Other income and expenses were adjusted as well for reduction in Library fees, additional supplies, raises for staff at 1% and removal of capital project professional fees, as this will be suspended at this time. Vote was unanimous.

Mario F. Pensa expressed that the Director and staff be mindful of expenses as well as reviewing what segments of the budget may be reduced. Warren E. Berbit and Donalee Berard agreed.

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

~Personnel Committee

Review of the Library Director will take place in the upcoming months. Michael Minevich offered to host a meeting via Zoom.

~Café Committee –Donalee Berard

Carol Connell Cannon was asked to make contact with Carlos Martinez in regard to the café project.

Old Business:

~Long Range Plan

Progress on the LRP is on hold at this time.

New Business:

Organizational Appointments for the 2020-2021 FY.

Donalee Berard motioned to include Key Bank in the Financial Institutions. Motion seconded by Mario F. Pensa. Motion carried to approval.

MOTION

A motion was made by Mark Murphy, seconded by Michael Minevich, and carried to adjourn the meeting at 8:17 p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary