

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/DECEMBER 22, 2020
ZOOM BOARD MEETING

The regular meeting of the Board of Trustees was held on December 22, 2020.
President Craig H. Long called the meeting to order at 8:21 p.m. A quorum was present.

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

Absent and Excused: Warren E. Berbit

Staff Present: Carol Connell Cannon

Public Present: None

MOTION

A motion was made by James J. Galvin, seconded by Donalee Berard, and carried to accept the minutes of the regular meeting of November 24, 2020. Motion approved unanimously.

Treasurer's Report –Mario F. Pensa

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

- Operating Funds decreased \$235,073.
- Total Operating Funds reported at \$3,049,333.
- NFS Investment Funds reported at \$2,147,123.
- Total Revenue Funds reported at \$2,597,549.
- Total Funds \$5,646,882.
- Variable Income reported \$1,079.
- Monthly Expenses reported at \$235,965. Expenses to watch: NYS Disability and Workers Comp. Total Books, Periodicals, Building Repairs, Insurance, and ANSER. Notable Telephone expenses well above average estimate at 100% averaging \$1,160 per month for the first 5 months.
- Overall, expenses are below the estimated budget at 34% spent for this period (42%) spend.
- Note: As of this period (after 4.42 yrs.), the LED Project has fully returned on the investment.

Mario F. Pensa noted that the Board of Trustees continues to recognize our staff during these difficult and tasking times in their continued commitment to the mission of the Library and its community. Overall, It is prudent and recommended where possible operational expenses including purchases be reduced and monitored where expenses have been reduced during the period of Library closure and transition to normal.

MOTION

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

Library Director's Report – Carol Connell Cannon

Department Heads met on December 16, 2020. Carol Connell Cannon reported that curbside service continues to work well and patrons have expressed thanks that the Library is offering this service. As you know, the curbside service includes phone reference, selecting books for patrons, printing documents, faxing and remote copying. The Reference staff facilitates the printing, faxing and copying. Both the Children's and Reference Departments answer many phone and email questions each day.

Miguelina Molina is pleased with the participation levels for the online Adult programs. She is experiencing registrations well above most in-person programs she offered pre-COVID. The Children's and Young adult programs have been well attended. Jennifer Smith and Jennifer Cohen have been pleased with the response. Jennifer Smith also reported that she and the Children's staff are now preparing 70 crafts kits per activity in comparison to pre-COVID participation of approximately 30.

Committee Reports:

Building and Grounds –Mario F. Pensa

Mario F. Pensa reported the need to update the emergency contact list with the fire alarm and security alarm. Mario also reported on a ceiling leak in the tech services area, which will be addressed.

~DOT Easement

Mario F. Pensa and Carol Connell Cannon met with Kristen Cotton of the NYS DOT. Ms. Cotton reviewed the areas that would be involved in the project to install a traffic signal pole and traffic control devices. The DOT will be pursuing an easement for this work.

~ Policies

Emergency Policy

Karen Bash-Romaner requested an Emergency Policy be developed as soon as possible.

MOTION

Social Media Policy

Donalee Berard made a motion to table the Social Media Policy until the January meeting. James J. Galving seconded. Motion approved unanimously.

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

No Report

~Personnel Committee

As requested by the Committee at the November meeting Carol Connell Cannon identified a few staff members who provided exemplary work in preparing the Library for operation during COVID-19.

At the December meeting, the Committee requested the staff cost of operating on Sundays.

~Café Committee –Donalee Berard

Progress on the café reopening is on hold at this time.

Old Business:

NYS SICK PAY FOLLOW-UP (NYSS LAW)

The Personnel Committee discussed the new NYS Sick Leave Law. A Special Meeting of the Board will be held to vote on the revised Personnel Policy for sick leave.

New Business:

FY 2021-2022 Budget and Vote

Carol Connell Cannon provided a first draft of the budget for FY 2021-2022. Carol will make the adjustments requested by the Board and present again.

MOTION

A motion was made by Mario F. Pensa, seconded by Donalee Berard, that the Board will refrain from holding a Budget Vote for FY 2021-2022.

~Annual Meeting and Trustee Election

The Annual Meeting and Trustee Election will be held Tuesday, February 23, 2021. The three Trustees who are eligible for re-election are Warren E. Berbit, Michael Minevich and Mario F. Pensa. Petitions will be available January 4, 2021.

MOTION

A motion was made by Erb Cooper, seconded by Mark Murphy, and carried to adjourn the meeting at 9:50 p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary

