

**SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING/MAY 25, 2021**

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 8:09 p.m. A quorum was present.

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

Absent and Excused: Donalee Berard

Staff Present: Jennifer Smith, Acting Director

Review of the Minutes of April 27, 2021:

MOTION

A motion was made by James J. Galvin, seconded by Mark Murphy to accept the April 27, 2021 minutes.

Review of the Special Minutes of May 20, 2021:

MOTION

A motion was made by James J. Galvin, seconded by Karen Bash-Romaner to accept the May 20, 2021 Special Minutes. Motion approved unanimously.

President Craig H. Long thanked Vice President Warren E. Berbit for drafting the Resolution in the Special Minutes.

Treasurer's Report –Mario F. Pensa

Mario F. Pensa reported from the Treasurer's April 2021 Cash Balance Sheet and Financial Statement:

- Operating Funds increased \$117,214.
- Total Operating Funds reported at \$2,207,548.
- NFS Investment Funds reported at \$2,238,044.
- Total Reserve Funds reported at \$2,647,767.
- Total Funds \$4,972,529.
- Income reported at \$315,295 – received final tax receipts from Suffern Central School District. As of this fiscal period income is at 98%.
- Monthly Expenses reported at \$198,106. Expense areas to monitor: NYS Disability, Total Books, electronic Resources, AV computer Equipment, Custodial Supplies, Capital Building Expenses, Insurance Building Service Contracts, Telephone and ANSER are all above period average estimates.
- Overall, total expenses for this period are below estimates.

The Treasurer noted that the Board of Trustees recognizes the staff's continued commitment to the Library's mission and its community to maintain Library operations.

President Craig H. Long offered the opportunity for questions regarding the Financial Statement.

James J. Galvin noted that the NYS Disability Expense is at 231% which seems out of range and should be monitored.

Mario F. Pensa agreed but does not have an explanation at this time. Mario pointed out that NYS Disability is budgeted at \$2,600 and is currently over budget.

MOTION

A motion was made by Mark Murphy, seconded Michael Minevich to accept the Treasurer's Report as presented. Motion approved unanimously.

President Craig H. Long welcomed Acting Director Jennifer Smith, and noted that the Board agreed unanimously that Jennifer is the right person at the right time to transition the Library into the next phase.

James J. Galvin noted that Jennifer's report is outstanding and very informative.

Library Acting Director's Report –Jennifer Smith

Acting Director Jennifer Smith reviewed the following highlights of her report.

- Amy Alinkofky replaced Kim Hack on September 2, 2020, as the new fulltime Children's Librarian. Amy will be getting her MLS degree in August. Jennifer noted that Amy is 'spot on' and is pleased with her work.
- Jean Eckert was furloughed on April 1, 2021. Jennifer explained that it was necessary to eliminate Jean's position due to inactivity in the children's area. Jennifer mentioned that activity is slowly picking up as people are venturing into the Library.

Karen Bash-Romaner inquired about how many staff members are still working remotely.

Jennifer Smith reported that Amanda Gross was working remotely at her doctor's recommendation due to health reasons. As of May 17, 2021 Amanda is back in person. Jennifer added that Miguelina Molina is in, but when she has an evening program she works remotely from home.

- The alarm panel in the lobby has been having issues. Diane from *Logixs Fire Protection & Design* diagnosed the problem and will be back to fix it.
- The book drop is working intermittently caused by a broken spring. *Tech Logic* was notified of the problem.
- The existing bench in front of the Library is no longer stable. A new bench will be purchased through a donation made by the Woman's Club of Suffern. Jennifer informed the Board that the sidewalk by the bench has a crack in the cement that needs to be repaired.

Jennifer Smith spoke on behalf of the staff and reported that the staff recommends reinstating overdue fines so that patrons return their borrowed materials on time.

A discussion followed regarding reinstating overdue fines, reopening on Sundays and resuming pre-COVID hours of operation and mask wearing. The Trustees shared their concerns regarding these issues and appreciate the staff's input.

President Craig H. Long announced that the Library will resume regular hours of operation and stated that staff and patrons continue wearing their masks when inside the building. The Board will reconsider the Library's mask mandate in September.

Mario F. Pensa asked Jennifer Smith whether the cleaning and sanitizing procedures will remain the same when the Library resumes regular hours. Jennifer responded that quarantining items stopped and wiping down books will end at the end of the month. The barriers will stay so that staff feels comfortable.

Vice President Warren E. Berbit noted that since it is optional for the individual to wear a mask, once we transition into normal operations, Warren recommends that the Board consider posting signage stating fully vaccinated people are not required to wear masks inside the building.

Karen Bash-Romaner noted that Miguelina's virtual programs have been very popular and should be continued.

Jennifer Smith noted that both she and Miguelina want to resume in-person programs but will also continue to offer them virtually. Jennifer pointed out that kids will have the option to do crafts virtually and in person.

President Craig H. Long recapped the discussion noting that as of now, the Board agrees that Jennifer Smith will pick an opening date for going back to regular hours of operation and at that time fines will be reinstated. The Library will resume Sunday hours on September 12, 2021. For the meantime, masks will be required inside the building until the Board hears feedback from the staff and reviews updated mask requirements.

A discussion followed regarding opening the use of the meeting rooms.

President Craig H. Long emphasized that the Board supports Jennifer Smith's recommendations regarding opening the use of the meeting rooms to the community.

Michael Minevich recommended a summer staff appreciation barbecue. The Board agreed.

Committee Reports:

~Building and Grounds –Mario F. Pensa

Mario F. Pensa recommends that the maintenance reports continue to be provided in order to prevent delays in repairs. Mario noted that the tile outside the entrance needs repair as well. Dave MacKenzie will be asked to submit a quote for both the crack in the cement and tile repairs.

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

Nothing to report.

~Personnel Committee –Warren E. Berbit, Karen Bash-Romaner, James J. Galvin, Michael Minevich

The Personnel Committee met on Monday, May 10th.

James J. Galvin reported that evaluations of all employees should be done annually. James recommends that evaluations should consist of more than an annual generic form but rather a brief but detailed synopsis of each employee.

~Policy Committee –Karen Bash-Romaner, Erb Cooper, James J. Galvin

Telecommuting and Remote Work Policy

James J. Galvin commented that the ***Liability and Workers Compensation*** section of the *Telecommuting and Remote Work Policy* needs clarification.

Karen Bash-Romaner noted that the *Emergency Policy* was revised. Karen will email the revisions to the Board.

James J. Galvin reported that in reference to the *Social Media Policy*, Miguelina Molina's Community Services report mentions copyrights. James will review the Library's policy to make sure it is in compliance with copyright laws as well.

Unfinished Business:

~Suffern Woman's Club – Outdoor Patio Project – Mario F. Pensa

Nothing to report.

~Cafe

James J. Galvin recommended that the Board resume talks between *Bridges* and the Library reopening the café. Jennifer Smith will provide the proposal from *Bridges*.

Michael Minevich recommended that the Board revisit the Library's Long Range Plan to discuss the Library's goals which were put on hold, and which included reopening the Café, a Computer Lab and Carpeting.

A discussion followed, in which the Board agreed that the LRP goals should be resumed.

NEW BUSINESS:

~Search Committee

A discussion followed regarding a Search Committee to interview applicants for the Director's position. The Board agreed that the Committee should consist of 3 Board members and input from the staff.

MOTION

Michael Minevich moved, seconded by Erb Cooper to approve the following 3 Board members for the Search Committee to conduct interviews for the Director's position, with input from the staff. Motion approved unanimously.

~Warren E. Berbit,
~Karen Bash-Romaner
~Mark Murphy

President Craig H. Long reported that the Board will meet at the Library with Grace Riario, RCLS Executive Director, on June 3, 2021 at 8 p.m. to assist the Board in drafting a job description for the Director's position. The President asked the Board's guidance and input about what their expectations are for the new Director.

~RCLS Direct Access Plan 2022-2026

President Craig H. Long requested that the Board review the RCLS Direct Access Plan for discussion and approval at the next Board Meeting. In summary, the Plan requires all member libraries which are members of a library system to allow 'free direct access' and 'limitations' to library patrons of any RCLS member library.

Adjournment

MOTION

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

Respectfully Submitted,

Karen Bash-Romaner
Secretary

