

**SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
OCTOBER 26, 2021**

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 8:05 p.m. A quorum was present.

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

Absent and Excused: None

Staff Present: Jennifer Smith, Acting Director

Public Present: Darlene Alessi Via Zoom

President Craig H. Long:

The President welcomed the Board of Trustees and Darlene Alessi. The President changed the order of the agenda, and asked Jennifer Smith, Acting Director, to present her Report.

Library Acting Director's Report –Jennifer Smith

- Part time custodian Elsa Atkins is currently on disability. Jennifer is looking for a temporary substitute for Saturdays.
- *Tech Logic* will be replacing the book drop conveyor belt. Sometime in December, the book drop will be down for 2-3 weeks for the repairs. Late fines will be waived.
- The Director's Association passed the following 2 motions:
 1. Create a new user profile in symphony for libraries if they wish to participate in reciprocal fine free lending for seniors. What defines 'senior' will be discussed further.
 2. Recommended 2022 ANSER Workstation & Usage Fee Option 1, with 0% change in multipliers and suspension of PC & Laptop replacement cost for one year so that libraries can save money.
- Jennifer Smith further reported that at the ANSER meeting, cybersecurity concerns were discussed with how RCLS is servicing full covered and partial covered computers. Currently the Library uses RCLS IT service.
- Weekly book sales are going well.
- Nick D'Ambrosio from *Don't Be Alarmed* is working to determine what is causing water leakage into the junction boxes of four of the outdoor cameras.

President Craig H. Long offered the opportunity for questions.

- James J. Galvin asked if the cost of the Fuel and Utilities bill of about \$7600 is the monthly average cost.
- James J. Galvin inquired about the phone bill. Jennifer announced that she tried bringing down the costs. She will reach out to *Magna5* again.

President Craig H. Long called the Board's attention to 2 Action Items:

First Action Item:

Vice President Warren E. Berbit officially read aloud the following **Resolution for Assistant Library Director** into the minutes. (*a copy of the Resolution is attached to these Minutes*).

MOTION

A motion was made by James J. Galvin, seconded by Michael Minevich to accept the proposed **Resolution Assistant Library Director** as reported by Vice President Warren E. Berbit. Motion carried unanimously.

~President Craig H. Long praised Jennifer Smith for her dedication and extraordinary accomplishments as Acting Library Director. The President emphasized the gratitude of the Board and staff.

~Vice President Warren E. Berbit acknowledged and thanked Jennifer Smith for her outstanding work as Acting Library Director.

~Jennifer Smith thanked the Board in return for their support and appreciation.

Second Action Item:

Trustee James J. Galvin officially read aloud the following **Resolution for a New Director** into the minutes. (*a copy of the Resolution is attached to these Minutes*).

MOTION

A motion was made Mark Murphy, seconded by Karen Bash-Romaner to accept the proposed **Resolution for a New Director** as reported by James J. Galvin. Motion carried unanimously.

Acting Director Jennifer Smith left the meeting at 8:35 p.m.

Review of the Minutes of September 23, 2021.

~Vice President Warren E. Berbit requested that the Minutes of September 23, 2021 be amended as follows:

Page 3 Under Unfinished Business – Outdoor Patio Project, insert the words “in a sense of representing overkill for a simplistic project” at the end of the second sentence, following the words “very high.” The corrected sentence should read as follows: “In Warren’s estimation, the cost is very high in a sense of representing overkill for a simplistic project.”

MOTION

A motion was made by Mark Murphy, seconded by Donalee Berard to accept the amended September 23, 2021 Minutes. Motion approved unanimously.

Financial Report -Mario F. Pensa

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

- Operating Funds decreased \$168,309.
- Total Operating Funds reported at \$1,391,099.
- NFS Investment Funds reported at \$2,252,289.
- Total Reserve Funds reported at \$2,287,267.
- Total Funds \$3,678,356.
- No funds received from Suffern Central School District.
- Variable Income reported at \$1,347.
- Expenses reported at \$167,495.
- Expenses to monitor: NYS Disability (exceeded budget), Insurance, Building Services Contracts, Telephone.
- Currently, overall budget is in-line with estimates.

MOTION

A motion was made by James J. Galvin, seconded by Donalee Berard to accept the financial report as presented. Motion approved unanimously.

Committee Reports:

~Building and Grounds –Mario F. Pensa

- Mario F. Pensa reported that several issues concerning the HVAC system have been addressed.
- The leakage into the junction boxes of four of the outdoor cameras are being attended to as well as the maintenance of the grounds.
- Mario recommended that the outdoor patio project be put on hold until the NYS 5-Year LRP is implemented. Karen Bash-Romaner announced that the 5-Year Plan has been extended until 2023.

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

Donalee Berard reported that the Finance Committee will plan to meet with Darlene Alessi to discuss the budget.

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

Nothing to report.

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

Karen Bash-Romaner announced that the *Telecommuting and Remote Work Policy* and *Emergency Policy* has been reviewed by the committee and will be distributed at the next Board meeting.

Long Range Plan:

~James J. Galvin asked if there is an LRP Committee. Karen Bash-Romaner, Michael Minevich and Mark Murphy will serve on the committee.

Unfinished Business

~Suffern Woman's Club – Outdoor Patio Project

Discussed under Building and Grounds.

NEW BUSINESS

~Audit FY 2020-2021

Donalee Berard reported on the finance committee's review of the Library's financial audit FY 2020-2021 as submitted by the Library's auditor, Steven Straubinger. Donalee noted that the audit report itself has an **unqualified opinion** meaning that the audit is fairly and appropriately presented. Donalee summarized the Library's financial position noting for the fiscal year ending June 30, 2021 the net income of the Library was \$644,745.

MOTION

Donalee Berard made a motion, seconded by James J. Galvin to accept the Library's Audit FY 2020-2021 as presented. Motion approved unanimously.

~Budget Vote

President Craig H. Long offered the opportunity for the Board to discuss their position regarding the Library's Budget Vote for 2022. A discussion followed and a decision will be made before the State's deadline.

~November 2021 Board Meeting

The regular meeting of the Board of Trustees will meet on November 23, 2021 as scheduled.

~Holiday schedule 2022

The Holiday schedule of 2022 was emailed prior to the meeting. President Craig H. Long noted that the schedule can be amended if necessary.

MOTION

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner to accept the 2022 Holiday Schedule. Motion approved unanimously.

Other New Business:

~Regular Board Meetings

Karen Bash-Romaner asked that the Library change its Regular Board Meetings from 8pm to 7-7:30 p.m.

A discussion followed.

MOTION

A motion was made by Karen Bash-Romaner that the Library Board Meetings start at 7:30 p.m. instead of 8 p.m. and that this change be reflected in the Suffern Free Library By-Laws **Article 10 a. Regular Monthly Meetings** which reads as follows: *Regular monthly meetings of the Board of Trustees shall be held the fourth Tuesday of each month at 8 p.m. at the Library unless changed to another day of the month by Resolution of the Board of Trustees, giving at least one month's advance notice of the change to the public.*

~Karen Bash-Romaner's amendment is as follows:

In **Article 10 a. Regular Monthly Meetings** change the words "at 8 p.m." to "at 7:30 p.m." The amendment should read as follows: *Regular monthly meetings of the Board of Trustees shall be held the fourth Tuesday of each month at 7:30 p.m. at the Library unless changed to another day of the month by Resolution of the Board of Trustees, giving at least one month's advance notice of the change to the public.*

~Mark Murphy seconded the motion.

President Craig H. Long announced all in favor to change the meeting time to 7:30 p.m.

Abstentions: 1

Opposed: 2

MOTION

A motion was made by James J. Galvin and seconded by Mark Murphy, pursuant to the By-Laws **Article 14 – Amendments**, the change in the meeting time in **Article 10 a.** of the By-laws be changed at the November 23, 2021 meeting to be effective December 2021 allowing adequate time of the amended time to be posted on the Library's website.

~President Craig H. Long announced that the amendment will be included in November's Agenda to be voted on.

MOTION

A motion was made by Mark Murphy to amend the By-Laws **Article 10 a. Regular Monthly Meetings** second sentence, to add the words "and/or time" after the word "month." The Article should read as follows: *Regular monthly meetings of the Board of Trustees shall be held the fourth Tuesday of each month at 7:30 p.m. at the Library unless changed to another day of the month **and/or time** by Resolution of the Board of Trustees, giving at least one month's advance notice of the change to the public.*

Opposed by Warren E. Berbit for clarification.

Adjournment

MOTION

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

Respectfully Submitted,

Karen Bash-Romaner
Secretary

