

**SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
SEPTEMBER 23, 2021**

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 8:03 p.m. A quorum was present.

Trustees Present: Craig H. Long, Warren E. Berbit, Donalee Berard, Erb Cooper, James J. Galvin, Michael Minevich, Mark Murphy

Absent and Excused: Mario F. Pensa, Karen Bash-Romaner

Staff Present: Jennifer Smith, Acting Director

Public Present: None

In absence of Secretary Karen Bash-Romaner, President Craig H. Long appointed James J. Galvin Secretary Pro Tem.

Review of the Minutes of June 22, 2021

**MOTION**

A motion was made by James J. Galvin, seconded by Mark Murphy to accept the June 22, 2021 Minutes. Motion approved unanimously.

President Craig H. Long:

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

- Jennifer Smith reported that Elsa Atkins, the Library's part time custodian injured herself off the job and has been out since August 24, 2021.
- Children's Librarian Amy Alinkofsky received her master's degree. Jennifer recommends a salary increase of \$5000 per annum for Amy Alinkofsky upon NYS Certification.
- Jennifer Smith reported that a few of the Pages went off to college. The new hires are Alexandra Gusciora, Nick Mattern and Lillian Tuohy.
- The sidewalk by entrance was repaired. There a few more cracks between the slates in the old cement to be repaired as well.
- Three outside surveillance cameras have an issue. Nick D'Ambrosio from *Don't Be Alarmed* is working on resolving the issue.
- At the Director's Association meeting, a Resolution was passed to increase all the libraries monetary contributions to the pool, for Overdrive. This will enable libraries to purchase more digital content that everyone can borrow. The Directors also renewed the computer software which allows staff to remotely connect to their computer from home. Which can also be used to sign up people for new library cards at other locations, such as the upcoming Suffern Day on October 2<sup>nd</sup>.
- Jennifer Smith reported that under the NYS HERO Act, everyone inside the building must wear a mask and staff must fill out a daily health questionnaire.
- Hank Berman, Adult Reference Librarian, is semi-retired. Hank will have reduced hours. His replacement will be presented under New Business as well as all other new hires.

## Financial Report -Donalee Berard

Due to the absence of Treasurer, Mario F. Pensa, President Craig H. Long appointed Donalee Berard to present the financials.

Donalee Berard reported that two months into the new FY the Library's losses in July were at about \$212,000 for the month, higher than usual, due to 3 payrolls and 3<sup>rd</sup> Quarter ANSER expenses around \$20,000. In August loses were at about \$128,000 which is normal in expenses over revenue in comparison to prior periods. These losses are expected and in October, the Library will receive 90% of tax funds from Suffern Central School district. Donalee noted that future months, revenue will continue to dip down each month based on costs and expenses.

Donalee Berard reported that the Investment accounts showed steady increases; in June about \$17,000, in July about \$10,000 and in August about \$16,000.

## MOTION

A motion was made by Michael Minevich, seconded by Warren E. Berbit to accept the financial report as presented. Motion approved unanimously.

James J. Galvin inquired about the cost of *Four Winds Interactive* which is the software subscription for the Library's digital screens. Jennifer Smith noted that it is a yearly subscription.

## Treasurer's Written Report –Mario F. Pensa

Treasurer's August 2021 Cash Balance Sheet and Financial Statement distributed via email prior to the meeting.

- Operating Funds decreased \$146,881.
- Total Operating Funds reported at \$1,559,399.
- NFS Investment Funds reported at \$2,302,122.
- Total Reserve Funds reported at \$2,337,100.
- Total Funds \$3,896,498.
- Current FY Budget - \$3,211,724.
- Variable Income reported at \$9,925 largely due to cash grants and gifts.
- Expenses reported at \$155,609.
- Income reported at \$2,089. Presently the total budgeted income is short \$23,180 or 99%.
- Expenses to monitor: NYS Disability, Telephone, Rental Maint/Repairs, Board Expenses and ANSER.
- Currently, budget is in-line with estimates.

## Committee Reports:

### ~Building and Grounds –Jennifer Smith

Jennifer Smith reported that 2 of the aluminum Suffern Free Library letters that fell off the stone wall by the Library's right side entrance will be reinstalled by the *Frohling Sign Co.* The cost for labor and materials will be around \$300.

Jennifer Smith reported that *Hughes Environmental* recommended work on AC Unit 3 to repair refrigerant leaks. The work will be done sometime in November.

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

No report.

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

James J. Galvin noted that potential salary increases will be addressed with the new Director.

~Policy Committee –Karen Bash-Romaner, Erb Cooper, James J. Galvin  
The *Telecommuting and Remote Work Policy* and *Emergency Policy* will be distributed at the next Board meeting with any changes that were discussed at the June meeting.

James J. Galvin questioned if the Library has an Indemnification Policy for Trustees and Officers as well as for employees. Jennifer Smith will clarify with the Library's Insurance Company.

## Unfinished Business

~Suffern Woman's Club – Outdoor Patio Project

Vice President Warren E. Berbit had the opportunity to review the proposal from *Brooker Engineering* regarding the outdoor patio project. In Warren's estimation, the cost is very high.

A discussion followed regarding the high cost and work that will be involved. The Board agreed that contacting a contractor instead might be a better idea.

President Craig H. Long announced that the Board will discuss further with Mario F. Pensa.

## NEW BUSINESS

~DOT Easement

Jennifer Smith reported that the Board will need to approve the DOT easement project to upgrade the traffic signal at the entrance.

Jennifer Smith presented and read aloud the DOT Resolution giving her approval to sign all paperwork with regards to the easement and payment from the DOT.

### **MOTION**

A motion was made by James J. Galvin, seconded by Mark Murphy to adopt the DOT Resolution as presented. Motion approved unanimously.

~New Hires:

President Craig H. Long gave Jennifer Smith the opportunity to recommend the new hires.

Jennifer Smith recommended that Audrey Tarvainen be hired as an Adult Reference Librarian with a yearly salary of \$51,000.

Jennifer Smith recommended that Alexandra Gusciora, Nicholas Mattern and Lillian Tuohy be hired as pages at \$12.50 per hour.

Jennifer Smith recommended that Jennifer Gage be hired as a part time circulation clerk at \$15 per hour.

Jennifer Smith recommended that Amy Alinkofsky, Children's Reference Librarian, upon receiving her NY State Certification receive a salary increase of \$5,000 to reflect her Master's in Library Science effective October 1, 2021.

### **MOTION**

A motion was made by James J. Galvin, seconded by Michael Minevich to approve the above recommendations as presented. Motion approved unanimously.

~RCLS 2022 Budget

**MOTION**

A motion was made by Donalee Berard, seconded by James J. Galvin to accept the RCLS 2022 Budget as presented. Motion approved unanimously.

**MOTION**

A motion was made by James J. Galvin, seconded by Mark Murphy to adjourn the regular meeting at 8:50 p.m. and enter an Executive Session to discuss the credentials of the finalist of the Director's position.

**MOTION**

A motion was made by James J. Galvin, seconded by Michael Minevich to exit Executive Session at 9:28 p.m.

Adjournment

**MOTION**

A motion was made by James J. Galvin, seconded by Donalee Berard to adjourn the meeting at 9:28 p.m.

Respectfully Submitted,

James J. Galvin  
Secretary Pro Tem



