

**SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
DECEMBER 21, 2021**

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 12:12 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: Darlene Alessi, Director

Public Present: None

Review of the Minutes of November 23, 2021

~Vice President Warren E. Berbit requested clarification of the Minutes of November 23, 2021, on *Page 2 Under Financial Report third paragraph second sentence.*

~Donalee Berard

Page 2 Under Financial Report third paragraph change the second sentence "It is about \$2,000,008 that the Library received and that will carry the Library's cash flow through the rest of the year." The corrected sentence should read as follows: "The \$2,390,000 will carry the Library's cash flow through the rest of the year."

MOTION

A motion was made by Donalee Berard, seconded by James J. Galvin to accept the amended November 23, 2021 Minutes. Motion approved.

Abstention: Mario F. Pensa

Financial Report -Mario F. Pensa

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

- Operating funds decreased \$170,490.
- Total Operating Funds reported at \$3,409,987.
- NFS Investment Funds reported at \$2,297,422.
- Total Reserve Funds reported at \$2,745,393.
- Total Reserve Funds reported at \$2,745,393.
- Total Funds \$6,155,926.
- Variable Income reported at \$1,234.
- Expenses reported at \$181,221.

Expenses to monitor: NYS Disability (Exceeded Budget), Total Books, Furniture and Equipment, Utilities, Insurance, Building Service Contracts, Telephone, Travel & Conventions, ANSER Computer Costs.

Currently, the operating expenses are exceeding the budget by 8%.

MOTION

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

Director's Report – Darlene Alessi

Darlene Alessi reviewed highlights from her written report:

The Director proposed that as of January 1, 2022, opening the Library Monday - Friday at 9:30AM and closing at 8: 00PM. Sunday hours remain the same, open at 12PM close at 5PM.

After discussion:

It was **MOVED BY**: Donalee Berard, seconded by James J. Galvin to change the hours as presented by the Executive Director. Motion approved.

Abstention: Mark Murphy

The Director reported that she created 2 new forms for use in the Library.

- A requisition authorization form which will be used to purchase supplies on a quarterly basis and purchase materials once a month.
- A leave request form to keep track of employees working hours.

The Director updated the Library's Emergency/Incident report form to include more information in the event somebody is injured.

The Director asked the Board to authorize the following purchases:

- Replacing the gates and changing from tattle tape to RFID technology to enable efficient tracking of Library items. The Director noted that before purchasing RFIDs for items, there will be a weeding event of items that are no longer in use, low use or in bad shape.
- Purchase a time clock in the amount of \$1,291 with a monthly cost of \$76.
- Purchase a door counter device in the amount of \$1,266.

A discussion followed. President Craig H. Long announced that motions for approval of a time clock and a door counter will be conducted under New Business.

~Building

The Director reported that she met with three different landscape professionals regarding the outdoor patio and the children's outdoor reading area. Quotes will be submitted.

Committee Reports:

~Building and Grounds –Mario F. Pensa

Nothing to Report

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

Donalee Berard announced that the committee will schedule a meeting early January.

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

James J. Galvin reported that the committee is reviewing the Library's personnel policy; work schedules, overtime, compensation and benefits, and Library holidays.

A discussion followed.

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

Following discussion of the ***Emergency and Disaster Policy and Telecommuting*** and ***Remote Work Policy*** It was **MOVED BY**: Mark Murphy, noting that all policies be frequently reviewed and updated as needed, seconded by James J. Galvin to approve both policies as presented by the Policy Committee. Motion approved.

Opposed: Warren E. Berbit, Mario F. Pensa

UNFINISHED BUSINESS

~Budget Vote

A discussion followed:

The Budget Vote will be held on April 26, 2022 at the Suffern Free Library.

MOTION

A motion was made by Erb Cooper, seconded by Mark Murphy to accept the date of April 26, 2022 for the Library Budget Vote. Motion approved.

NEW BUSINESS

~Touch Screen Time Clock

MOTION

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner to purchase a time clock in the amount of \$1,291 with a monthly fee of \$76. Motion approved.

~Door Counter Device

MOTION

A motion was made by Mike Minevich, seconded by Mark Murphy to purchase a door counter in the amount of \$1,266. Motion approved.

ADJOURNMENT

President Craig H. Long adjourned the meeting at 1:34 p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary

