

**SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 23, 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, Karen Bash-Romaner, Donalee Berard, Erb Cooper, James J. Galvin, Michael Minevich, Mark Murphy

Absent and Excused: Mario F. Pensa

Delayed: Vice President Warren E. Berbit arrived at approximately 8:07p.m.

Staff Present: Darlene Alessi, Director
Jennifer Smith, Assistant Director

Public Present: None

President Craig H. Long welcomed everybody to the November meeting of the Library Board of Trustees. The President changed the order of the agenda, and asked Jennifer Smith, Assistant Director, to present her Report.

Library Assistant Director's Report -Jennifer Smith

- Nick D'Ambrosio from *Don't Be Alarmed* is working on resolving the issue with the one camera junction box that is leaking.
- Both boilers are up and running for the winter.
- Mario F. Pensa approved the quote from *Hughes Environmental* for the FREON.
- Dave MacKenzie took care of the clogged drain.
- RCLS replaced the APC UPS battery in the server room to keep the computers running in case there is a power outage.
- Two computers will be replaced: One adult internet computer and one in the administration office.

On behalf of the Board of Trustees, President Craig H. Long thanked Jennifer Smith for her 'steadfast loyalty' to the Suffern Free Library as Acting Director. The President noted that Jennifer will be now transitioning into the Assistant Director's position.

President Craig H. Long noted that Library Director Darlene Alessi, Assistant Director Jennifer Smith and he, had the opportunity to meet with the Suffern Woman's Club to officially introduce Darlene Alessi as Director and Jennifer Smith as Assistant Director.

Jennifer Smith left the meeting at approximately 8:20 p.m.

Review of the Minutes of October 26, 2021

~Vice President Warren E. Berbit requested that the Minutes of October 26, 2021 be amended as follows:

Page 3 Under Unfinished Business -Outdoor Patio Project, replace the words "in a sense" to "in the sense" of representing overkill for a simplistic project and replace "in Warren's estimation" to "in one's estimation". The corrected sentence should read as follows: "In one's estimation, the cost is very high in the sense of representing overkill for a simplistic project."

MOTION

A motion was made by James J. Galvin, seconded by Karen Bash-Romaner to accept the amended October 26, 2021 Minutes. Motion approved unanimously.

Financial Report -Donalee Berard

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

Donalee Berard reported that the Library received the tax money from the Suffern Central School District in October, in the amount of \$2,390,000 as well as the Bond Debt funding of \$415,000. 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 cash balance in the checking account is at \$3,377,000. The investment account with National Financial Services is at \$2,310.00, just short of \$60,000 from the month before. Donalee Berard announced that the Finance Committee is going to meet in December to start the budget process and the agenda will include investment options.

Donalee Berard reported that expenses for the month of October were at \$206,000. Generally, expenses run about \$175,000 so a bit high due to ANSER computer costs of about \$21,000 as well as a large number of books purchased and costs of Electronic Resources which accounts for the extra \$30,000 spent. Most of the line items are falling within the 33% of the year except for the phone costs running higher.

MOTION

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

Financial Written Report -Mario F. Pensa

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

- Operating Funds increased \$2,189,387 due to Tax Receipts and Bond Debt Service.
- Total Operating Funds reported at \$3,580,477.
- NFS Investment Funds reported at \$2,310,095.
- Total Reserve Funds reported at \$2,758,757.
- Total Funds \$6,339,233.
- Variable Income reported at \$2,690.
- Expenses reported at \$206,020.
- Expenses to monitor: NYS Disability (exceeded budget), Total Books, Insurance, Building Services Contracts, Telephone, ANSER, Board Expenses.
- Currently, overall budget is in-line with estimates.

Director's Report -Darlene Alessi

~Personnel

- The Director reported that Elsa Atkins was cleared by Worker's Compensation and returned to work.
- Darlene noted that Jennifer Smith recommended that the Library hire Sheila Greco as a part time circulation clerk at an hourly rate of \$15.
- The Director announced that staff and Board members should complete the sexual harassment training for 2021.
- Amy La Rocca, Head of Adult Reference, will be working with Darlene to reconfigure the reference stacks and possibly putting up a Technology Lab at the far corner of the reference area.
- Jennifer Cohen, YA Librarian, will be working with Darlene to update the YA room.
- Darlene noted that RCLS has multiple grants every year and she will be submitting grant paperwork to RCLS next year.

~Building

Orange and Rockland Utilities did a free business energy survey, and they will send suggestions on how we can save money and energy throughout the building.

~Other Matters

- The Director will be looking into the Library's collection, purchases and services.
- Darlene recommended to host two training days per year for staff training and safety procedures.

~Future

- Darlene noted that the door counter at the front entrance that tallies each person who comes through the Library doors is outdated. A new counter would provide accurate counts as well as data regarding traffic patterns. If purchased, there is a three-year service agreement. Darlene will check what the cost would be after three years.
- Darlene recommended an electronic time clock for staff to use instead of the paper time sheet method.
- Darlene and Jennifer will be meeting with Ryan from RCLS to look at the Library's current inventory of computers and determine what is needed.
- Darlene discussed accountability with purchasing. She recommended purchase orders to keep track of spending.
- Darlene recommended that the Outdoor Patio Project be transferred from Unfinished Business to the Building and Grounds Committee. In January, the Committee can bring the Board up to date on the status of the project.

The Director announced that she would like to meet with the Policy, Finance and Personnel Committees to discuss salaried exempt employees and overtime, sick leave policy, and holidays the Library observes.

A discussion followed regarding overtime, sick leave, and holidays. President Craig H. Long announced that the Director is welcomed to bring to the Board any recommendations for discussion.

The Board briefly discussed the Library's LRP which included a technology lab, reopening the café and replacing the carpets.

Committee Reports:

~Building and Grounds –Mario F. Pensa

No report.

~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 announced that there has been a de facto new hire to replace the last of the three circulation clerks that resigned.

MOTION

James J. Galvin moved, seconded by Karen Bash-Romaner to hire Sheila Greco, part-time circulation clerk, at the hourly rate of \$15. Motion approved unanimously.

The Director recommended that the Board hire a part-time clerk to work in the office. The Personnel Committee and Finance Committee will discuss the possibility.

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

Erb Cooper recommended that the Emergency Policy and Telecommuting and Remote Work Policy be tabled for the next meeting.

Unfinished Business

~By-Laws

The Board discussed the amended By-Laws **Article 10 a. Regular Monthly Meetings** noting that effectively the regular meetings of the Board of Trustees will start at **7:30 p.m.** on the fourth Tuesday of every month.

New Business

~Budget Vote FY 2021-2022

The Board discussed going out for a Budget Vote in March.

MOTION

Erb Cooper motioned, seconded by Mark Murphy to hold the Regular meeting of the Board of Trustees on December 21, 2021 at noon. Motion approved unanimously.

Adjournment

MOTION

A motion was made by James J. Galvin, seconded by Donalee Berard to adjourn the meeting at 9:37 p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary

