

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
FEBRUARY 22, 2022

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 8:27 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

Delayed: Vice President Warren E. Berbit arrived at approximately 8:46 p.m.

Staff Present: Darlene Alessi, Director

Review of the Minutes of January 25, 2022

MOTION

A motion was made by James J. Galvin, seconded by Donalee Berard and carried to accept the minutes of the regular meeting of January 25, 2022. Motion carried unanimously.

Financial Report -Mario F. Pensa

Mario F. Pensa reported from the Treasurer's January 2022 Cash Balance Sheet and Financial Statement.

- Operating funds decreased \$189,751.
- Total Operating Funds reported at \$2,972,679.
- NFS Investment Funds reported at \$2,289,575.
- Total Reserve Funds reported at \$2,703,485.
- Total Funds \$5,676,164.
- Variable income reported at \$3,832.
- Expenses reported at \$228,178.

~Income is running below estimated budgets in: Fines, Equipment Rentals, Commission, Fundraising, and Gifts.

~Expenses above budgeted estimates to monitor: NYS Disability (exceeded budget), Total Books, Periodicals, Electronic Resources, Furniture & Equipment, Fuel & Utilities, Insurance, Telephone.

~Current operational expenses are within the estimated annual budget for this period.

MOTION

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

Mario F. Pensa requested that the Minutes of December 2021 be amended as follows:

Page 1 Under the Treasurer's report the sentence "Currently, the operating expenses are exceeding the budget by 8%" is incorrect. The corrected sentence should read as follows: "Currently, the operating expenses are within the budget".

Director's Report – Darlene Alessi

Darlene Alessi reported on the following:

- On May 9th staff will be practicing CPR/Basic First Aid/NARCAN training. Darlene noted that if possible, she would like to invite the fire department for a scheduled fire drill.
- The weeding and shifting in the adult stacks and the media are almost complete.
- Shifting the reference nonfiction stacks to make room in the future for a Makerspace.
- Planning has begun for National Library Week, April 4-8.
- Three bids for the gutters have been submitted.
- Bids from five different companies for the carpeting will be sending samples and pricing.
- Furniture for the café area was purchased and will be put in place after the walls are painted. Staff will have the opportunity to vote on different paint colors and the majority will win. The Children's staff had the opportunity to choose their color as well as the teens for the teen area room.

Other Matters:

- Darlene Alessi announced that she met with the Finance Committee to finalize the 2022-2023 Budget.
- The Policy Committee is working on reviewing and editing some of the Library's Policies that were updated by the Director and will be presented at the March meeting. Darlene noted that there are more polices for the Committee to review in the future.
- Vice President Warren E. Berbit is editing the Staff Handbook that will be submitted to the Board in March.
- Planning to meet with Mario F. Pensa to discuss the Library's 5-year plan.

Darlene Alessi announced that she is privileged to have such a strong staff and appreciates their support. Darlene expressed her gratitude to the Board of Trustees to have been chosen as the Library's Director.

~Café

The Board briefly discussed the café. Darlene noted that she will contact Carlos Martinez of *Bridges* to start a plan.

Committee Reports:

~Building and Grounds –Mario F. Pensa
Nothing to Report.

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

Donalee Berard proposed the following *Budget Modification* for FY 2021-2022 and noted that it will not impact the bottom line of the current year budget. The modification request is as follows:

- ~Increase the games account by \$3000.
- ~Decrease the DVD account by \$3000.
- ~Increase the furniture and equipment account by \$2000.
- ~Decrease the gifts account by \$2000.

A discussion followed.

MOTION

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner to accept the following resolution:

RESOLUTION

BE IT RESOLVED, that the Suffern Free Library Board does hereby authorize the budget modification for FY 2021-2022 as follows:

Increase the games account (5415) by \$3000.

Decrease the DVD account (5411) by \$3000.

Increase the furniture and equipment account (5422) by \$2000.

Decrease the gifts account (4705) by \$2000.

Motion approved unanimously.

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

James J. Galvin proposed an interim evaluation of the Director and recommended that the entire Board share their input prior to the Committee's presentation to the Board.

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

Nothing to report.

UNFINISHED BUSINESS

~Budget FY 2022-2023

MOTION

A motion was made by Donalee Berard, seconded by James J. Galvin to accept the Budget for FY 2022-2023 as presented. Motion approved unanimously.

NEW BUSINESS

~Appointment of Nominating Committee

President Craig H. Long appointed Karen Bash-Romaner to serve as Chair of the Nominating Committee to present a slate of officers at the March Board meeting. Karen Bash-Romaner accepted.

~New York State Annual Report FY 2020-2021

The Director presented the 2021 *Annual Report for Public and Association Libraries* and asked for Board approval.

MOTION

A motion was made by Erb Cooper, seconded by Karen Bash Romaner to approve the 2021 *New York Annual Report* with the following discussed modifications:

~Section 7 Minimum public Library Standards, Item 8 Maintains a facility that addresses community needs, as outlined in the Library's long-range plan of service, including adequate shelving, change the answer "No" to a "Yes".

~Section 10 Officers and Trustees, change the Trustee personal emails to their RCLS emails.

Motion carried.

~Conflict of Interest Annual Review and Reaffirmation

President Craig H. Long asked the members of the Board of Trustees in attendance to sign the *Conflict of Interest Annual Reaffirmation*. Those present signed the affirmation.

ADJOURNMENT

MOTION

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

Respectfully Submitted,

Karen Bash-Romaner
Secretary

