

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
APRIL 26, 2022

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 7:35 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: Darlene Alessi, Director

Delayed: Donalee Berard arrived at approximately 8:01 p.m.
Mario F. Pensa arrived at approximately 8:08 p.m.

Staff Present: Madalen Klein

Review of the Minutes of March 22, 2022

MOTION

A motion was made by Karen Bash-Romaner, seconded by Mark Murphy, and carried to accept the minutes of the regular meeting of March 22, 2022. Motion approved.

Abstention: Erb Cooper abstained due to poor audio connection via Zoom.

Financial Report -Mario F. Pensa

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

- Operating funds decreased \$187,636.
- Total Operating Funds reported at \$2,582,278.
- NFS Investment Funds reported at \$2,289,698.
- Total Reserve Funds reported at \$2,703,609.
- Total Funds \$5,285,878.
- Variable income reported at \$2,717.
- Expenses reported at \$191,083.

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

~Expenses above budgeted estimates to monitor: NYS Disability (exceeded budget), Books, DVDs, Furniture & Equipment, Insurance, Building Service Contracts, Telephone, Travel & Convention.

~Current operational expenses are below the estimated annual budget for this time.

MOTION

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner to accept the financial report as presented. Motion approved unanimously.

Director's Report – The Director's report was emailed to the Board prior to the meeting.

Due to the Director's absence, President Craig H. Long mentioned several of the highlights of the Director's Report as follows:

- The Director will begin the annual performance review of the staff.
- The Director spoke with Carlos Martinez from *Bridges* regarding opening the Café.
- The Director applied for a \$3,900 grant through the Lions Club for assistive technology funding.
- Mentioned in the Director's report is the installation of the gates and outdoor lockers.

The Board briefly discussed the installation of the outdoor lockers. The President noted that the Library is innovating in the right direction.

Committee Reports:

~Building and Grounds –Mario F. Pensa

Mario F. Pensa reported that 4 carpet vendors submitted their proposals for the installation of new carpets in the circulation area, media area, magazine area, and fireplace area as well as the entire children's area except for Head of Children's Services office. Mario noted that the obtained proposals are comparable and detailed so that we know exactly what the vendors are proposing. Based on the proposals, scope of work, and cost, the Director and Mario F. Pensa recommended Cabalbo & Son Inc., *DBA Artistic Floors* in Suffern, with an estimated cost of \$43,630.

~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 reported that the Personnel Committee produced an administrative evaluation document to be used for the Director's interim performance. James noted that Karen Bash-Romaner did an excellent job working on this document.

Karen Bash-Romaner reported that the Committee will ask the Director to provide a narrative based upon the five sections of the document. An indicative timetable was presented to the Board to give them the opportunity to review and share their comments following the Director's narrative.

A discussion followed.

MOTION

A motion was made by Mark Murphy and seconded by James J. Galvin to approve the Director's administrative evaluation document as presented by the Personnel Committee.

Erb Cooper posed a question regarding the employee evaluation forms. A discussion followed.

President Craig H. Long noted that he will inform the Director to provide copies to the Board of the employee evaluation form she intends to use.

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

Approval of 11 Updated Library Policies

Erb Cooper asked that the Committee have more time to look over the updated Library Policies before final approval.

President Craig H. Long accepted the request and announced that the approval of *11 Updated Library Policies* under *New Business*, will be removed, and tabled for the next Board meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

President Craig H. Long presented the following items under a consent agenda:

- Approval of Amendments in the Staff Handbook
 - *Definitions of Employees Status*
 - *Work Schedules*
 - *Time Off*
- Approval to hire *Capalbo & Son Inc., DBA Artistic Floors*, at the cost of \$43,630 to install the new carpets.
- Rehiring Substitute Circulation Clerk, Karen Hansen, at the hourly rate of \$15 retroactive April 1, 2022.

MOTION

A motion was made by James J. Galvin and seconded by Karen Bash-Romaner to approve the above consent agenda items. Motion approved unanimously.

~Unofficial Budget Vote Results

President Craig H. Long asked for a motion to temporarily suspend the meeting for the Budget Vote results of April 26, 2022.

MOTION

A motion was made by Mark Murphy and seconded by Warren E. Berbit to suspend the meeting at 8:21 p.m. Motion approved.

President Craig H. Long reconvened the meeting at 8:50 p.m. with the final unofficial combined Suffern/Sloatsburg Budget Vote results.

YES: 369

NO: 37

MOTION

A motion was made by Donalee Berard and seconded by Mark Murphy to accept the unofficial combined Budget Vote results. Motion approved.

ADJOURNMENT

MOTION

A motion was made by Erb Cooper and seconded by Michael Minevich, and carried to adjourn the meeting at 8:51p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary

