

SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
SEPTEMBER 20, 2022

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 7:32 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

Staff Present: Darlene Alessi, Director

Review of the Minutes of June 28, 2022

**MOTION**

A motion was made by Donalee Berard, seconded by Mark Murphy, and carried to accept the minutes of the regular meeting of June 28, 2022. Motion carried 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 August 2022 Cash Balance Sheet and Financial Statement distributed via email prior to the meeting.

- Operating funds decreased \$186,935.
- Total Operating Funds reported at \$1,615,908.
- NFS Investment Funds reported at \$2,204,832.
- Total Reserve Funds reported at \$2,239,903.
- Total Funds \$3,885,811.
- Variable income reported at \$11,660. Received Cash Grant of \$8,231.
- Expenses reported at \$200,641.

~Income is running below estimated budgets and tax receipts are due in October.

~Expenses above budgeted estimates to monitor: NYS Disability, Serials, Furniture & Equipment, Capital Building Expenses at 139%, Building Service Contracts, Office Supplies, Publicity & Printing, ANSER.

~Current operational expenses are within 1% of the estimated fiscal budget.

**MOTION**

A motion was made by Erb Cooper, seconded by James J. Galvin, and carried to accept the financial report as presented. Motion approved unanimously.

## **Declaration:**

Trustee James J. Galvin praised the Director for her numerous and outstanding accomplishments and improvements towards the Library's long overdue projects.

President Craig H. Long expressed his gratitude and noted that Darlene Alessi, Director, exceeded the Board's expectations. All agreed.

Director's Report – Darlene Alessi

The Director referred to her written report that was submitted prior to the meeting.

## **Committee Reports:**

~Building and Grounds

The Director informed the Board that *Hughes Environmental Engineering* will replace Boiler #2 per approval by Library Board Members, Donalee Berard and Mario F. Pensa. President Craig H. Long signed the Project Agreement.

The Director noted that the HVAC system will need to be updated. Darlene will issue a request for proposal (RFP) for an HVAC Mechanical Engineer. The timing of this project will be decided when a Mechanical Engineer is hired.

~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

The Personnel Committee had the opportunity to review the updated *By-Laws* presented by the Policy Committee. A discussion followed regarding minimal language modifications.

President Craig H. Long asked that the Board review the proposed changes and present a resolution to accept the *By-Laws* at the next Board meeting.

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

The Policy Committee met with the Director to review the updated *Library Policies*. The Policies were distributed to the Board for the opportunity to review and offer feedback prior to the October Board meeting.

Erb Cooper called attention to the *Indemnification of Officers, Volunteers, and Employment Policy* and asked for clarification and raised the question whether it is required to include a summarized version of this policy in the *By-Laws* as well.

### **\*AMENDED 10/25/22**

President Warren E. Berbit will review the policy and make the necessary revisions. The proposed revisions will be emailed to the Policy Committee for their review prior to the October meeting. **(Vice-President Warren E. Berbit noted that the above 2 sentences are incorrect. Corrections made by the Vice-President are composed in the Minutes of October 25, 2022)**

## **UNFINISHED BUSINESS**

No report.

## NEW BUSINESS

### ~Capital Improvements

The Director informed the Board that *Primo Landscape Design* suggested extra plantings around the gazebo and between the new sidewalk to complete the landscape. A small patio will also be created by the staff picnic table area as well as adequate drainage. The additional cost would be \$12,750. Questions were asked by Board members and a discussion followed.

Donalee Berard gave an in-depth explanation where the Library's 2022-2023 Budget stands based upon the approved capital improvement schedule.

The following Resolution was presented by Donalee Berard.

### RESOLUTION

**WHEREAS**, the Suffern Free Library has approved Capital Projects as shown on the attached schedule totaling \$307,093.73; and

**WHEREAS**, the Suffern Free Library has applied for Grants from RCLS for 50% reimbursement in the amount of \$146,567; and

**WHEREAS**, the Suffern Free Library has \$1,615,908 in the operating funds and \$202,641 in the M&T savings which is sufficient to fund the Library's operations and to advance the payment for the capital expenditures pending grant reimbursement.

**THEREFORE, BE IT RESOLVED**, that the Suffern Free Library Board does hereby authorize the payments for these projects and the budget modifications #2 for FY 2022-2023 as follows:

1. Increase Capital expenditures by \$158,000.
2. Increase Grant income by \$146,500.
3. Decrease the subscription line by \$11,500.

### MOTION

Upon motion made by Donalee Berard, seconded by James J. Galvin, the above Resolution was approved. Motion carried unanimously.

### ~Library Projects

The Director announced that *Logixs Fire Protection*, the company that is replacing/upgrading the fire alarm system, will be done in a few weeks. As mentioned, the contract from *Hughes Environmental* to replace boiler #2 was signed. Most likely it will be replaced end of October early November. The gates project by *Bibliotheca, LLC* is on track. Darlene recapped the three phases of the project. Phase 1- RFID Tags and RFID Pads have been paid for and tagging is in progress. Phase 2 – Remote Lockers have not arrived yet. Phase 3 – Gates and Self-Checkout have been delivered. Everything should be completed by late November.

~Ramapo Catskill Library System Contracts (not in order of the agenda)

- **RCLS Integrated Library System (ILS) Agreement**

The Director presented the ILS Contract, explaining that it is a five-year agreement from January 1, 2023, with RCLS, for the Suffern Free Library to continue participating in an integrated library system (ILS). A discussion followed.

**MOTION**

A motion was made by Karen Bash-Romaner, seconded by Erb Cooper, and carried to approve the RCLS ILS Agreement. Motion approved.

- **RCLS 2023 Operating Budget**

The Director presented the RCLS 2023 Budget for Board approval. Darlene noted that the Library's service fee to RCLS for 2023 is \$3,983 a reduction of 2% from 2022.

**MOTION**

A motion was made by Karen Bash-Romaner, seconded by Donalee Berard and carried to approve the RCLS 2023 Operating Budget. Motion approved.

- **RCLS IT Agreement**

The Director presented the RCLS IT Five Year Agreement. A lengthy discussion followed whether to become IT Independent from RCLS starting January 1, 2023. Darlene noted that with all the technology advancements and equipment that is in the building; Chromebooks, Self-Check Out Machine, Outdoor Lockers, Time Clocks and Door Counter, and eventually a Makerspace, it is beneficial and cost effective to hire a company to fully manage IT services and provide support.

The Director proposed to hire *Frontline Data Services* as an alternative to RCLS IT support. The contract from *Frontline* will be for one-year. The initial cost will be \$42,000. There is a one-time cost of \$1,200 to include the router setup software and separation from the RCLS IT network. Darlene pointed out that the deadline for the RCLS IT Agreement is October 1, 2022 however, nothing takes effect until January 1, 2023. A discussion followed.

The Director will contact *Frontline Data Services* regarding their proposal and address the Board's questions and concerns.

James J. Galvin, for clarification, stated that the Director's recommendation is to be IT Independent from RCLS, in the interim, hire *Frontline Data Services* for IT Support.

**MOTION**

A motion was made by Donalee Berard, seconded by Mark Murphy to go independent from RCLS IT services. Motion approved. Abstention: Karen Bash-Romaner.

President Craig H. Long gave the opportunity for any other business not on the agenda.

James J. Galvin inquired about the status of the café. The Director noted that she is waiting for Carlos Martinez to sign and email the contract. A decision regarding relocating the vending machines in the café area will be determined once the café hours of operation is determined.

## **ADJOURNMENT**

### **MOTION**

A motion was made by James J. Galvin, seconded by Karen Bash-Romaner to adjourn the meeting at 9:27 p.m.

Respectfully Submitted,

Karen Bash-Romaner  
Secretary

