

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

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 7:38 p.m. A quorum was present. Members and guests made introductions.

Trustees Present: Craig H. Long, Warren E. Berbit, Mario F. Pensa, Karen Bash-Romaner, Donalee Berard, James J. Galvin, Michael Minevich, Mark Murphy

Absent and Excused: Erb Cooper

Staff Present: Darlene Alessi, Director

Review of the Minutes of October 25, 2022

MOTION

A motion was made by Warren E. Berbit, seconded by Mark Murphy, and carried to accept the amended Minutes of October 25, 2022.

Financial Report -Mario F. Pensa

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

- Operating funds increased \$2,220,674 due to tax funds from the Suffern Central School District.
- Total Operating Funds reported at \$1,390,922.
- NFS Investment Funds reported at \$3,611,596.
- Total Reserve Funds reported at \$2,598,437 increased due to tax funds received from Suffern Central School District.
- Total Funds \$6,210,033.
- Variable income reported at \$6,855 with cash grant of \$4,000.
- Expenses reported at \$235,562.

~Overall, Income is running as per estimated budget.

~Expenses above budgeted estimates to monitor: Workers Comp, NYS Disability, Microform Periodicals, Furniture & Equipment, AV Computer Equipment, Fuel & Utilities, Custodial Supplies, Capital Building Expenses at 164%, Building Service Contracts, Publicity & Printing, Board Expenses, Programs.

~Overall, operational expenses are within the estimated fiscal budget.

MOTION

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

Director's Report –Darlene Alessi

The Director referred to several highlights of her written report that was submitted prior to the meeting. (Report Attached)

~Café

The café will open either late December or early January. Operating hours will be 9AM to 3PM Monday through Friday. Due to limited operating hours, the vending machines will be available when the café is closed.

~Technology

- The Director reported that she will be subscribing to *TechSoup*, a company that supports nonprofits with discounts on software.
- The Director met with several RCLS Directors to discuss Federal funded E-Rate Programs.
- The Director joined the Sustainable Library Initiative Certification Program.

~Building

- RFPs for a Mechanical Engineer were mailed.
- In search of a new Fire Alarm monitoring company is in progress.
- *ChargePoint* was onsite to review possible EV charging system locations.

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

No Report.

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

James J. Galvin announced that the Committee will schedule to meet in December.

UNFINISHED BUSINESS

None.

Action Items:

- Frontline Data Services

MOTION

A motion was made by Donalee Berard, seconded by Mario F. Pensa to accept the *Frontline Data Services Contract*. Motion approved.

Abstention: Karen Bash-Romaner

- Bridges Café Contract

A discussion followed regarding the start date of operation and the following components of the contract that need minimal revisions by reason of clarification.

1. Demise
2. Exclusive Right to Sell Full-Service Café Products
3. Term
5. Café Fixtures
12. Remedy for default
- 17d) Operating Hours

MOTION

A motion was made by Mark Murphy, seconded by Mario F. Pensa to approve the *Bridges Café Contract* pending the agreement of the amended components including riders that pertain to the lease as recommended by Warren E Berbit.

MOTION

A motion was made by Mark Murphy, seconded by Mario F. Pensa to amend the above motion by accepting the contract with a start date of December 15, 2022 with the opportunity to add a rider for clarification regarding the components discussed. Motion carried unanimously.

NEW BUSINESS

- Trustee Sexual Harassment Certificate

President Craig H. Long reminded the Board that the 2022 sexual harassment training is available online. Any Board members that have not taken the training should before the end of the year.

In addition, President Craig H. Long announced that the regular holiday meeting of the Board of Trustees will be on December 20, 2022, at 12 noon as scheduled.

ADJOURNMENT

MOTION

A motion was made by Mark Murphy, seconded by James J. Galvin to adjourn the meeting at 8:40 p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary