

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
March 25, 2025

Regular Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 7:34 p.m. A quorum was present.

Trustees Present: Craig H. Long, Warren E. Berbit, Donalee Berard, Karen Bash-Romaner, Erb Cooper, Pamela Hess, Michael Minevich, Mark Murphy, Mario F. Pensa

Absent and Excused: None.

Staff Present: Darlene Alessi, Director

Public Present: None.

MINUTES

Review of the Minutes of the Regular Meeting of February 25, 2025

MOTION

A motion was made by Donalee Berard, seconded by Warren E. Berbit to accept the *Minutes of the Regular Meeting of February 25, 2025*. Motion carried.

Abstention: Mark Murphy

Financial Report –Donalee Berard

Treasurer Donalee Berard reported from the Treasurer's FY July 2024 through February 2025 Financial Statement. (Statement attached).

- Checking account reported at \$883,904, down about \$200,000 due to average monthly expenses.
- CD maturing dates are as follows:
 - ~\$1,412,942 –4/25/25
 - ~\$800,000 –6/17/25
 - ~\$600,000 –8/15/25
- Debt Service funds at \$386,276.
- Small funds at \$ 32,866.
- NFS account at \$ 2,924,693, up by \$9,000 from prior month.
- Income YTD is \$3,329,778.
- Expenses YTD 1,749,235.
- Interest Income YTD \$59,544, budgeted at \$30,000.
- Most line items are within the 67% mark at this time, with some line items over budget including periodicals and furniture.

MOTION

A motion was made by Mark Murphy, seconded by Mario F. Pensa, and carried to accept the Treasurer's Financial Report as presented. Motion carried.

Director's Report – Darlene Alessi

The Director referred to her written report. (Report attached).

In addition, Director Darlene Alessi reported on the following:

- Teen Librarian Sabrina Kowalski will use an outdoor bubble cannon for a fun activity for the teen summer programs.
- Adult Librarian Andrew Nico is planning monthly tech support sessions for seniors.
- Staff Professional Day is scheduled for April 10, and the focus will be on scams and emergency preparedness, including making Go Bags.
- The Director will be teaching a class on types of scams and awareness at the end of April.

Committee Reports:

~Building and Grounds –Mario F. Pensa

- HVAC Project

Mario F. Pensa announced that the new refrigerant type upgrade discussed at the last meeting does not meet the EPA's 2025 safety guidelines in existing HVAC systems. As a result of these guidelines, a complete replacement of the indoor air handling units will be required. Therefore, *OLA Consulting Engineers* proposed additional services to research and design changes including electric. The additional services will cost \$7,500.

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

Nothing to report.

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

Nothing to report.

~Policy Committee –Erb Cooper, Karen Bash-Romaner

Nothing to report.

~LRP Committee -Michael Minevich, Mark Murphy

Nothing to report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

- *OLA Consulting Engineers* Additional Services Request No. 2
~Air Handling Unit Replacement

MOTION

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner to approve \$7,500 for *OLA Consulting Engineers* to research and design new HVAC refrigerant system modifications. Motion approved unanimously.

- **Nominating Committee Report**

Secretary Karen Bash-Romaner, Chair of the Nominating Committee, presented the following slate of officers for calendar year 2025.

- Craig H. Long, President
- Warren E. Berbit, Vice-President
- Donalee Berard, Treasurer
- Karen Bash-Romaner, Secretary

President Craig H. Long asked if there were any nominations from the floor for Officer positions. None were noted. The President asked that the Secretary cast one vote for the above Officer nominations as presented.

MOTION

A motion was made by Donalee Berard, seconded by Mario F. Pensa that the Secretary cast one vote that the above officers serve in their current positions. Secretary Karen Bash-Romaner moved and cast one vote for the slate of Officers.

~Committee Appointments

President Craig H. Long announced the following *Trustees* to serve on the following Committees.

- **Building and Grounds Committee:**
 - Mario F. Pensa (Chair)
 - Warren E. Berbit
- **Finance Committee:**
 - Donalee Berard (Chair)
 - Warren E. Berbit
 - Mario F. Pensa
- **Personnel Committee:**
 - Erb Cooper (Chair)
 - Karen Bash-Romaner
 - Michael Minevich

- **Policy Committee:**
 - Erb Cooper (Chair)
 - Karen Bash-Romaner
 - Pamela Hess
- **LRP Committee:**
 - Michael Minevich (Chair)
 - Mark Murphy

MOTION

A motion made by Karen Bash-Romaner, seconded by Donalee Berard that the above Committee appointments be accepted by the Board of Trustees. Motion approved.

- **Organizational Appointments**

President Craig H. Long referred to the 2025 Organizational Appointments as listed:

- **Financial Institutions:**
 - Key Bank
 - M&T Bank
 - TD Bank
 - US Bank
 - Webster Bank
 - National Financial Services LLC
- **Official Newspapers-Legal Notices:**
 - The Journal News
 - Rockland County Times
- **Attorneys:**
 - Balsamo, Byrne, Cipriani, & Ellsworth
- **Auditors of Library Funds:**
 - Fulton, Menfi, Frega, Straubinger & Berlamino, LLC
- **Signatories for Library Accounts:**
 - Craig H. Long, President
 - Warren E. Berbit, Vice President
 - Donalee Berard, Treasurer
 - Karen Bash-Romaner, Secretary

MOTION

A motion was made by Donalee Berard, seconded by Mario F. Pensa to accept the Library's Organizational Appointments for 2025 as presented by President Craig H. Long. Motion passed.

- **Board of Trustees Monthly Meeting Time**

Director Darlene Alessi proposed changing the monthly meeting time to 6:30 p.m.

The Board of Trustees discussed the impact of the time change, with some members of the Board preferring 7:00 p.m. and others 6:30 p.m.

President Craig H. Long recommended to keep the meeting at 7:30 p.m. for now, and formally vote on the preferred time change at the next meeting of the Board of Trustees.

ADJOURNMENT

MOTION

A motion was made by Mark Murphy, seconded by Donalee Berard to adjourn the Regular Meeting of the Board of Trustees at 8:17 p.m. Motion approved.

Respectfully Submitted,

Karen Bash-Romaner, Secretary