

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

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 12:05 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.

Staff Present: Darlene Alessi, Director

Review of the Minutes of November 22, 2022

MOTION

A motion was made by Donalee Berard, seconded by Mark Murphy, and carried to accept the Minutes of November 22, 2022.

Financial Report -Mario F. Pensa

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

- Operating funds \$234,699
- Total Operating Funds reported at \$3,376,927.
- NFS Investment Funds reported at \$2,226,851.
- Total Reserve Funds reported at \$2,677,112.
- Total Funds \$6,054,038.
- Variable income reported at \$6,768 with cash gifts totaling \$2,952.
- Expenses reported at \$199,402.

~Overall, Income is running as per estimated budget.

~Expenses above budgeted estimates to monitor: NYS Disability, Microform Periodicals, Furniture & Equipment, AV Computer Equipment, Fuel & Utilities, Custodial Supplies, Capital Building Expenses at 90%, Insurance, Publicity & Printing, Professional Fees, Dues & Membership, ANSER Computer Costs.

~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 is open for business on Tuesdays and Thursdays for the month of December.

~Technology

- *TechSoup*, a company that supports nonprofits with substantial discounts on software is going to provide Microsoft licenses for the new Chromebooks.
- *Frontline* started their services and IT support as per the accepted *Frontline Data Services Contract*.

~Building

- RFPs for a Mechanical Engineer is in progress.
- Search for a new Fire Alarm monitoring company continues.
- *Campbell Fire* will install a new Backflow Device.
- *ChargePoint* is working with *Orange & Rockland* for incentives regarding EV charging stations.

Committee Reports:

~Building and Grounds –Mario F. Pensa

No Report.

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

Donalee Berard reported that the Committee met to review the Director's FY 2023-2024 budget. The budget will be presented to the Board at the January Board meeting. Donalee announced that the NYS property tax cap will be capped at 2% for 2023.

Mario F. Pensa reported that the Library's 12 month CD account with M&T bank is approaching its maturity date. The Board discussed several options to consider regarding the account. The Board decided to let the CD renew automatically for the same term.

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

James J. Galvin reported that the Committee met to review the Director's recommendations regarding FY 2023-2024 wage increases (2%-6%), January 2023 health insurance increases and hiring a new part time custodian at the hourly rate of \$22.00.

An extensive discussion followed regarding the Director's recommendations, predominantly the health insurance costs to the employer and employee for 2023.

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

- *7 Updated Library Policies*

Erb Cooper reported that the Board received the policies prior to the meeting. The Committee recommends that the Board approve.

President Craig H. Long announced the *Approval of 7 Updated Library Policies* will be presented under Unfinished Business.

UNFINISHED BUSINESS

- *Approval of 7 Updated Library Policies*
 1. By-Laws
 2. Board Designated Net Assets Reserves
 3. Conflict of Interest
 4. Indemnification of Officers, Volunteers, and Employees
 5. Purchasing Policy
 6. Unattended Children, Youth and Dependent Persons
 7. Video Surveillance Policy

MOTION

A motion was made by Erb Cooper, seconded by James J. Galvin to approve the above updated policies. Motion carried unanimously.

- *Bridges Café Contract*

Vice President Warren E. Berbit had the opportunity to review and clarify a few details regarding the components of the contract that were discussed at the previous month's meeting.

MOTION

A motion was made by Mark Murphy, seconded by Donalee Berard that the *Bridges Café Contract* be accepted and signed by President Craig H. Long with the modifications made by Vice President Warren E. Berbit. Motion carried unanimously.

NEW BUSINESS

- Wage Increases July 2023

MOTION

A motion was made by James J. Galvin, seconded by Michael Minevich to accept the Director's proposed wage increases (2%-6%) for FY 2023-2024. Motion approved.

- Hire A New Part Time Custodian

MOTION

A motion was made by James J. Galvin, seconded by Karen Bash-Romaner to implement the custodial personnel changes, and hire a part time custodian at 30 hours per week at the hourly rate of \$22.00 as recommended by the Director. Motion carried.

A discussion followed.

MOTION

A motion was made by James J. Galvin, seconded by Karen Bash-Romaner to amend the above motion to replace the words "*30 hours per week*" with the words "*25 hours per week*". Motion carried unanimously.

- Health Insurance

MOTION

A motion was made by James J. Galvin, seconded by Michael Minevich to accept the Director's proposal for Suffern Free Library to contribute 75% of the cost for health insurance coverage for enrolled employees, and 25% of the cost to be paid by the employees.

A discussion followed.

President Craig H. Long called the question on the motion and called for a roll call vote with three in favor: Michael Minevich, Mark Murphy, and President Craig H. Long, and six against: Vice President Warren E. Berbit, Mario F. Pensa, Karen Bash-Romaner, Donalee Berard, Erb Cooper, and James J. Galvin. The motion was defeated.

MOTION

Donalee Berard made a counter- motion, seconded by Karen Bash-Romaner to further analyze the costs of health insurance. Motion carried unanimously.

Vice President Warren E. Berbit recommended that in the interim the Director explore and compare other health insurance plans and costs. The Board agreed.

ADJOURNMENT

MOTION

A motion was made by Mark Murphy, seconded by James J. Galvin to adjourn the meeting at 1:37 p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary

