

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
February 27, 2024

Regular Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 8:31 p.m. A quorum was present.

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

Absent and Excused: None

Staff Present: Darlene Alessi, Director

Public Present: Jean R. Gould, Dr. Nancy Grosselfinger

MINUTES

Review of the Minutes of the Regular Meeting of January 23, 2024

MOTION

A motion was made by Donalee Berard, seconded by Mario F. Pensa, and carried to accept the Minutes of the Regular Meeting of the Board of Trustees of January 23, 2024. Motion carried.

Abstentions: Warren E. Berbit, Mark Murphy, Karen Bash-Romaner

Financial Report –Donalee Berard

Donalee Berard reported from the Treasurer’s January 2024 Financial Statement. (Statement attached).

- Total Operating Funds reported at \$888,357.
- CD that is maturing in March for \$718,762 will not be renewed.
- CD amount of \$1,800,000 was renewed in January for \$1,600,000 (less 200k).
- Debt Service funds at \$401,885.
- Small funds at \$ 32,848.
- NFS account at \$ 2,680,682.
- Total Funds \$ 6,322,536.
- Income to-date at \$ 3,142,575.
- Expenses to-date reported at \$1,541,436.
- Most line items are within the 58% mark at this time.

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.

Director’s Report –Darlene Alessi

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

attached).

In addition, the Director stressed the importance of complying with the New York State Library's 14 Minimum Library Standards, including requirements for website content and meeting minutes.

Trustee James J. Galvin questioned the cost of the solar project. Darlene noted that the potential cost of \$270,000 is after *Federal Government* incentives and *New York State* grants.

Committee Reports:

~Building and Grounds –Mario F. Pensa

Mario F. Pensa reported that he assessed the HVAC equipment and 90% of the equipment, meaning the air handlers, do not have to be replaced. The biggest problem with the air handlers is minor rusting caused from leaks. Mario noted that replacement of controls on air handlers, coils, and fans will be required. Mario recommends upgrading only necessary equipment.

President Craig H. Long thanked Mario F. Pensa for providing a detailed report.

MOTION

A motion was made by James J. Galvin, seconded by Erb Cooper that the Library proceed with the replacement of required equipment for the Library's HVAC system, under the supervision of the Building and Grounds Committee. Motion carried unanimously.

Mario F. Pensa assured the Board that he will provide a detailed report on the costs and findings of the required replacement equipment.

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

- Budget FY 2024-2025 (Report Attached)

Treasurer Donalee Berard announced that the Board of Trustees has reviewed the Library Director's budget for fiscal year 2024-2025 presented at \$3,356,125, which is actually an increase of \$26,463 of expenditures over last year. The budget includes a 2% (\$64,863) increase in tax revenue support for the Library to cover Library operations.

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

Trustee James J. Galvin asked the Board to schedule an executive session meeting to discuss impending employee salary terms and benefit packages. It was decided that the Board of Trustees will meet on *March 7, 2024 at 7 p.m.*

~Policy Committee –Erb Cooper, Karen Bash-Romaner, James J. Galvin No Report.

UNFINISHED BUSINESS

None

NEW BUSINESS

- Budget FY 2024-2025

MOTION

A motion was made by Mark Murphy, seconded by Karen Bash-Romaner to accept the Suffern Free Library's Budget FY 2024-2025 as presented. Motion carried unanimously

President Craig H. Long asked for a motion to accept the Budget Hearing as was presented at the February 27, 2024 Annual Meeting:

- Budget Hearing Information

President Craig H. Long announced that Suffern Central School District Board of Education approved both Suffern Free Library and Sloatsburg Public Library Budget Resolutions for year 2024-2025 to raise annually by real property tax the additional sum of \$88,047.90 for the annual support of both libraries.

- Suffern Free Library - \$64,863.00
- Sloatsburg Public Library - \$23,184.90

President Craig H. Long announced that the Budget Vote will be held on Tuesday, April 16, 2024. Legal notices will be published in the *Journal News* and *Rockland County Times*. The first publication date for both newspapers will be in the February 29, 2024 issues.

MOTION

A motion was made by Warren E. Berbit, seconded by Mario F. Pensa to accept the above Budget Hearing Information as presented. Motion approved unanimously.

- New York State Annual Report 2023

President Craig H. Long announced that the *New York State Annual Report* for Public and Association Libraries was prepared by the Director and presented for the Board's review and acceptance.

MOTION

Upon motion made by Karen Bash-Romaner, seconded by Warren E. Berbit, it was:

RESOLVED, that the Library operated under its plan of service in accordance with the provision of Education Law and Regulations of the Commissioner and assures that the Annual Report 2023 was reviewed and accepted by the Board of Trustees. Motion carried unanimously.

~Appointment of Nominating Committee

President Craig H. Long appointed James J. Galvin to serve as Chair of the Nominating Committee with the assistance of Mark Murphy.

~Conflict of Interest

President Craig H. Long asked the members of the Board of Trustees in attendance to sign the *Conflict-of-Interest Annual Reaffirmation*. Those present signed the affirmation.

Treasurer Donalee Berard announced that she was informed by *Orazio Financial Services* that the Library has a \$50,000 Treasury note that is coming due. They recommend moving it into a treasury money market fund. In addition, there is approximately 1 million dollars in this money market fund they would like to leave there since the Board stated the need for cash for the upcoming HVAC project. The Board requested that Donalee obtain more information on the nature of the fund and the *FDIC* insurance coverage on the fund. Donalee will provide more information at the Special Meeting of March 7, 2024.

MOTION

A motion was made by Karen Bash-Romaner, seconded by Erb Cooper to adjourn the meeting at 9:14 p.m.

Respectfully Submitted,

Karen Bash-Romaner, Secretary