

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
FEBRUARY 28, 2023

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 8:38 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

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

Review of the Minutes of January 24, 2023

MOTION

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner, and carried to accept the Minutes of January 24, 2023

Financial Report -Mario F. Pensa

Mario F. Pensa reported from the Treasurer's January 2023 Cash Balance Sheet and Financial Statement.

- Operating funds decreased by \$181,756.
- Total Operating Funds reported at \$2,995,765.
- NFS Investment Funds reported at \$2,240,642.
- Total Reserve Funds reported at \$2,666,735.
- Total Funds \$5,662,500.
- Variable income reported at \$7,719.
- Expenses reported at \$220,020.
- 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)

- *Frontline* replaced outdated computers.
- Looking into a difference telephone VOIP system.

- *Allbright* will be replacing/repairing a few built-in backup emergency light fixtures.
- *Electrolock, Inc.* is the new burglar alarm company that will install and monitor the new system.
- Part time Circulation employee Sofia Rubinos-Gutierrez resigned as of 2/9/23.
- Circulation employee Sonia Kaner will be out on FMLA for the beginning of March.

Committee Reports:

~Building and Grounds –Mario F. Pensa

Mario F. Pensa reported that the mechanical engineering proposals were reviewed and narrowed down to two proposals. Mario gave an overview of the project and timeline. A decision has not been made which company is going to be chosen.

A discussion followed regarding costs, availability of NYS construction grants, efficiency of new equipment in terms of energy usage along with air quality.

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

Donalee Berard presented the Budget FY 2023-2024 during the Annual Association Meeting.

~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

No Report.

UNFINISHED BUSINESS

None

NEW BUSINESS

~Appointment of Nominating Committee

President Craig H. Long appointed Mark Murphy to serve as Chair of the Nominating Committee.

~Budget FY 2023-2024

MOTION

A motion was made by Donalee Berard, seconded by Erb Cooper to accept the Budget FY 2023-2024

as presented at the Annual Association Meeting. Motion carried unanimously.

~New York Annual Report 2022

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 Donalee Berard, and seconded by Mark Murphy, 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 2022 was reviewed and accepted by the Board of Trustees. Motion carried unanimously.

~Mechanical Engineering Firm

Mario F. Pensa asked to postpone approval until a decision is made.

~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.

ADJOURNMENT

MOTION

A motion was made by Mark Murphy, seconded by Donalee Berard to adjourn the meeting at 9:11p.m.

Respectfully Submitted,

Karen Bash-Romaner, Secretary