

SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
JUNE 28, 2022

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 7:36 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 May 24, 2022

**MOTION**

A motion was made by Donalee Berard, seconded by Mark Murphy, and carried to accept the minutes of the regular meeting of May 24, 2022. Motion carried unanimously.

**Financial Report** -Mario F. Pensa

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

- Operating funds decreased \$215,766.
- Total Operating Funds reported at \$2,443,454.
- NFS Investment Funds reported at \$2,245,030.
- Total Reserve Funds reported at \$2,659,136.
- Total Funds \$5,102,589.
- Variable income reported at \$3,140.
- Village of Hillburn Annual Contribution of \$500 was received.
- Expenses reported at \$220,984.

~Income is running below estimated budgets in: Cash Grants, Fines, Earnings & Interest, Equipment Rentals, Commission, and Fundraising.

~Expenses above budgeted estimates to monitor: Worker's Comp, NYS Disability (exceeded budget), Books, DVDs, Electronic Resources, Non-book, Museum Passes, Computer Equipment, Insurance, Building Service Contracts, and Telephone.

~Current operational expenses are below the estimated annual budget for this time.

**MOTION**

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

## **Director's Report – Darlene Alessi**

The Director submitted a written report for the record, and discussed the following highlights of the month:

### **Personnel:**

- The Adult Bingo program was successful.
- The Director informed the Board that a staff member has been given several notices regarding job performance.

### **Building:**

- *Artistic Floors* finished carpeting the circulation areas and the administrative offices.
- The purchased new desktop microform viewer/scanner machine will replace the large old machines.
- The overgrown bushes by the parking lot entrance were trimmed down exposing the faded Library signs. Rather than replacing the aluminum letters, Jack Sciranka will sand and repaint them.
- *All Bright Electric* installed solar lights in front entrance.
- Carlos Martinez from *Bridges* will be in contact after he reviews the café contract.
- The Women's Club of Suffern purchased the gazebo for the outdoor patio.

### **Future:**

- The Director announced that she will be working with some committees to create a scope of work for landscaping and snow removal bids.
- Research engineering companies for updating the Library's HVAC system through grants.
- The Director reported that the *Ramapo Catskill Library System (RCLS)* is implementing changes to their *IT* (hardware and software) and *ILS* (catalog) services to its member libraries. The Director asked the Board to review the *RCLS IT* and *ILS* contractual agreements distributed for discussion. A decision must be made whether the Library will utilize *RCLS IT* services or consider hiring budget wise, an in-house IT professional. The new *ILS Agreement* will only offer service to fully supported computers. Both *RCLS IT* and/or *RCLS ILS* contracts whether accepted and/or declined are due to *RCLS* by August 1, 2022.
- Darlene is working on a marketing plan for the café and a groundbreaking event for the outdoor patio.

A brief discussion followed regarding keeping or removing the vending machines located in the café area once the café is opened. Darlene noted that a decision can be made when the café hours of operation are known.

Darlene Alessi announced that a 30-yard dumpster was delivered at the Library to dispose stored items not needed, outdated equipment and old furniture in the storage area and café area so as to create space and organization.

### **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 –Karen Bash-Romaner, Erb Cooper, James J. Galvin

- *8 Updated Library Policies*

Erb Cooper reported that in reviewing the amended policies, three modifications were made mostly typographical edits.

President Craig H. Long announced the *Approval of 8 Updated Library Policies* will be presented under New Business.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

- *Approval of 8 Updated Library Policies*

Erb Cooper presented following Library Policies for Board approval.

1. Library Cards Policy
2. Licensing & Imaging Reproduction Policy
3. Loan Periods & Loan Limits
4. Meeting Rooms Policy
5. Open Meetings Policy
6. Programs & Events Policy
7. Technology Use *Combined* with Children's Internet and Internet Policy
8. Whistleblower Policy

### **MOTION**

A motion was made by Erb Cooper and seconded by Karen Bash-Romaner to approve the above updated policies. Motion carried unanimously.

- *Fire Alarm Panel and System*

The Director proposed updating the fire alarm panel and the automated fire detection and controlling system based on experiencing device issues due to outdated equipment that is no longer made or supported. Darlene explained that she will not be adding additional strobe lights or adding any more pull stations, only changing out the old ones with newer equipment. A building permit will be needed as well. The Director reviewed three estimates that were submitted and noted that there is a timeframe to apply through RCLS for a grant. If approved, 50% of the cost will be refunded.

A discussion followed.

- ***Patio and Outdoor Classroom Project***

The Director reported that there are 3 candidates, all design landscapers, that have submitted the following estimates:

~*Primo Landscaping* at \$148,817

~*D & D Tree & Landscaping* at \$169,400

~*Pro-Cut Landscaping and Construction* at \$148,200

The Director noted that a building permit will be needed and possibly a building Planning Board approval or site update. The Planning Board fee is \$300 for the application. If an engineer to update the site plan is needed, it will cost about \$7,000. These expenses will be applicable to the Grant and if approved, it is guaranteed that 50% of the cost will be refunded.

A discussion followed regarding safety measures for the construction and possibly adding surveillance cameras in the area and eventually updating the entire camera system.

President Craig H. Long called attention to the Director's recommendation regarding updating the Fire Alarm Panel and System. The President recapped the proposal to use *Logixs Fire Protection & Design* to remove the old system and replace with updated Fire Lite fire alarm system in the amount of \$37,000.

**MOTION**

A motion was made by Mark Murphy and seconded by Donalee Berard to approve *Logixs Fire Protection & Design* to update the Library's Fire Alarm Panel and System in the amount of \$37,000. Motion carried.

President Craig H. Long called attention to the Director's recommendation to accept the quote from *Primo Landscaping* to construct the Patio and Outdoor Classroom Project.

**MOTION**

A motion was made by Mark Murphy and seconded by James J. Galvin to approve *Primo Landscaping* to construct the Patio and Outdoor Classroom Project in the amount of \$148,817, Village of Suffern permit fees, 10% contingency for a total up to \$165,000. Motion carried.

A discussion followed.

**MOTION**

A motion was made by Mark Murphy and seconded by James J. Galvin to amend the above recommendation, giving the Director until July 12 to submit to the Board references regarding *Primo Landscaping*. Motion carried unanimously.

President Craig H. Long informed the Board that a brief Board meeting might be necessary if any additional fees transpire that need to be discussed.

In response to the President's concern, the Director suggested that if an engineer is needed to update the site plan, a separate motion be made to hire *Brooker Engineering* to update the site plan in the amount of \$7,000.

## **MOTION**

A motion was made by Mark Murphy and seconded by James J. Galvin to authorize the Director to hire *Brooker Engineering* to update the site plan in the amount of \$7,000. Motion carried.  
Abstention: Michael Minevich

## ***Construction Aid***

The Director reported that *RCLS* and *NYS Public Library Construction Aid* require assurances from the Board of Trustees for construction aid.

## **MOTION**

A motion was made by Mark Murphy and seconded by James J. Galvin to approve the following Resolution for construction aid:

## **RESOLUTION**

*RESOLVED, that the application and accompanying documents for public library construction aid to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Suffern Free Library.*

The Resolution was passed by the Board of Trustees.

- ***July/August Board Meeting***

President Craig H. Long announced that historically the Board does not meet in July and August, unless an emergency meeting is necessary.

The Director proposed that the scheduled Board meeting of September 27, 2022, be switched to September 20, 2022.

## **MOTION**

A motion was made by James J. Galvin and seconded by Michael Minevich to move the scheduled Board meeting of September 27, 2022, to September 20, 2022. Motion carried unanimously.

## **ADJOURNMENT**

## **MOTION**

A motion was made by Mark Murphy and seconded by Donalee Berard to adjourn the meeting at 9:00 p.m.

Respectfully Submitted,

Karen Bash-Romaner  
Secretary



