

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 22, 2022

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 7:35 p.m. A quorum was present.

Trustees Present: Craig H. Long, Warren E. Berbit, Mario F. Pensa, Karen Bash-Romaner, Donalee Berard, *Erb Cooper (via Zoom)*, James J. Galvin, Michael Minevich

Absent and Excused: Mark Murphy

Staff Present: Darlene Alessi, Director

Review of the Minutes of February 22, 2022

MOTION

A motion was made by Donalee Berard, seconded by James J. Galvin, and carried to accept the minutes of the regular meeting of February 22, 2022. Motion carried unanimously.

Financial Report -Mario F. Pensa

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

- Operating funds decreased \$202,765.
- Total Operating Funds reported at \$2,769,914
- NFS Investment Funds reported at \$2,270,715.
- Total Reserve Funds reported at \$2,684,554.
- Total Funds \$5,454,468.
- Variable income reported at \$2,997.
- Expenses reported at \$204,166.

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

~Expenses above budgeted estimates to monitor: NYS Disability (exceeded budget), DVDs, Electronic Resources, Insurance, Building Service Contracts, Telephone, Travel & Convention, ANSER, and Board Expenses.

~Current operational expenses are within the estimated annual budget for this period.

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

Darlene Alessi referred to her written Director's Report.

- The Director met with Mario F. Pensa to discuss the estimates submitted by *Leaffree Gutters LLC* for the installation of gutters.
- *L. A. Paint Company* painted several areas in the children's department, the YA room, and the café area. The new furniture was set-up in the café area and new cushions were placed in the sitting area by the bottom of the stairs.
- The Director noted that she is waiting for carpet estimates and will be meeting with Carpet vendors during the week.
- The Director reported that she met with Carlos Martinez from *Bridges* regarding the opening of the café.
- The Director reviewed the Library's annual telephone renewal contract. Four unused lines were removed savings of \$134 per month.
- Esther Gitlow Towers will be repaving their parking lot in April and their residents will be using the Library's parking lot for a few days.
- The Director spoke at the Woman's Club meeting to discuss moving forward with the outdoor patio plan. They would like to have a symbolic ribbon cutting ceremony in the fall.
- *Monsey Glass* replaced the broken pane of glass by the front entrance.
- Purchased 2 AED (automated external defibrillator) devices.

Upcoming Projects

- Begin fundraising for a Maker Space.
- Working on the Library's 5-year plan which will include looking for a new performance program for the staff, as well as updating their job descriptions.
- Decrease paper magazine subscriptions that can be accessed through the Library's electronic databases.
- The Director announced that she is inquiring to purchase at least one computer specifically designed for the hearing and visually impaired.

Committee Reports:

~Building and Grounds –Mario F. Pensa

Mario F. Pensa reported that he approved for *Hughes Environmental* to repair the gas train in boiler #2.

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

Donalee Berard proposed the following *Budget Modification* for the current FY 2021-2022 to finance the purchase of the new furniture in the café area. The modification request is as follows:

- Decrease the equipment account (5426) by \$4000.
- Increase the furniture account (5422) by \$4000.

MOTION

A motion was made by Donalee Berard, seconded by James J. Galvin to accept the *Budget Modification* for the current FY 2021-2022 as presented. Motion approved.

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

James J. Galvin proposed that the Committee meet on Tuesday, April 12 at 1PM to discuss the criteria to be used to review the Director’s interim performance.

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

- Approval of 11 Updated *Library Policies*

Due to several Trustees not receiving copies of the updated Library policies, the Director tabled the policy discussion until the next Board meeting. In the meantime, the Director will email the policies to the Board.

- Approval of the *Employee Handbook*

A discussion followed.

MOTION

A motion was made by Donalee Berard, seconded by Michael Minevich to accept the *Employee Handbook* as presented by the Policy Committee.

UNFINISHED BUSINESS

None

NEW BUSINESS

~Gutters – *Leaffree Gutters, LLC*

The Director presented to the Board for approval the costs of the installation of new gutters. Total cost for all work to be complete is \$24,400.

A discussion followed.

MOTION

A motion was made by Donalee Berard, seconded by Warren E. Berbit to accept the proposal as recommended by the Director from *Leaffree Gutters, LLC* to install new gutters to be paid out of the Capital Building Expenses. Motion approved.

~Gates – *Bibliotheca, LLC*

The Director presented to the Board for approval the quote from *Bibliotheca, LLC*. Total cost for new gates and installation of all components (Gates, self-checks, lockers) is \$68,104.

A discussion followed.

MOTION

A motion was made by Donalee Berard, seconded by James J. Galvin to accept the quote from *Bibliotheca, LLC* in the amount of \$68,104 to be paid out of the Capital Building Expenses. Motion carried.

~Nominating Committee Report

- Election of Officers:

Karen Bash-Romaner, Chair of the Nominating Committee, presented the slate of officers for 2022 as follows:

- Craig H. Long, President
- Warren E. Berbit, Vice President
- Mario F. Pensa, Treasurer
- Karen Bash-Romaner, Secretary

MOTION

A motion was made by James J. Galvin, seconded by Michael Minevich that the above officers serve in their current positions. Motion approved.

~Organizational Appointments

President Craig H. Long referred to the Organizational Appointment for 2022 as listed.

Financial Institutions:

Key Bank, M and T, Webster Bank (formerly Sterling Bank), TD Bank, US Bank, National Financial Services LLC

Official Newspapers –Legal Notices:

The Journal News, Rockland County Times

Attorneys:

Balsamo, Byrne, Cipriani, and Ellsworth

Auditors of Library Funds:

Fulton, Menfi, Frega, Straubinger & Berlamino, LLC

Signatories for Library Accounts:

Craig H. Long, President
Warren E. Berbit, Vice President
Mario F. Pensa, Treasurer

MOTION

A motion was made by James J. Galvin, seconded by Karen Bash-Romaner to accept the Library's Organizational Appointments for 2022. Motion approved.

ADJOURNMENT

MOTION

A motion was made by James J. Galvin, seconded by Karen Bash-Romaner, and carried to adjourn the meeting at 8:38 p.m.

Respectfully Submitted,

Karen Bash-Romaner
Secretary

