

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
October 24, 2023

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 7:38 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: None

Review of the Minutes of the Regular Meeting of September 26, 2023

MOTION

A motion was made by Karen Bash-Romaner, seconded by Donalee Berard, and carried to accept the Minutes of the Regular Meeting of September 26, 2023.

Abstentions: James J. Galvin

Financial Report –Donalee Berard

Donalee Berard reported from the Treasurer’s September 2023 Financial Statement. (Statement attached).

- Total operating funds are at \$1,496,070 with \$700,000 in a CD.
- Reserve funds at \$46,369.
- NFS account at \$2,425,504, down by \$44,747 in value over a 3-month period, since June 30th.
- Variable 3-month income at \$25,235.
- Overall, operational expenses are within the estimated fiscal budget for this time period.

Donalee noted that the Library received in October 90% of tax receipts from the Suffern Central School District in the amount of \$2,515,147 and the \$700,000 3-month CD which was renewed in September will come due in December.

MOTION

A motion was made by James J. Galvin, seconded by Erb Cooper, 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).

Committee Reports:

~Building and Grounds –Mario F. Pensa
No Report.

~Finance Committee –Warren E. Berbit, Mario F. Pensa, Donalee Berard
Donalee Berard mentioned that the Committee decided to invest in 3-month CDs. Based on the Treasurer’s income and expense report, Donalee recommended purchasing \$1,900,000 in a 3-month CD while rates are high, and asked that the Board authorize the purchase.

President Craig H. Long noted that the Board is in agreement with the request.

~Personnel Committee –Warren E. Berbit, Karen Bash-Romaner, James J. Galvin, Michael Minevich
James J. Galvin asked that the November 28 Board meeting be scheduled at 7 p.m. for an executive session to review the yearly administrative evaluation.

~Policy Committee –Erb Cooper, Karen Bash-Romaner, James J. Galvin
A discussion was held regarding the Library’s *Anti-Discrimination Policy*, *Banning/Suspending Policy* and *Emergency Policy*.

UNFINISHED BUSINESS

~Library Policies
President Craig H. Long entertained a motion that the Board approve the *Anti-Discrimination Policy* and *Emergency Policy*. The *Banning/Suspending Policy* will be tabled until November’s meeting.

MOTION

A motion was made by Mark Murphy, seconded by James J. Galvin, and carried to accept the *Anti-Discrimination Policy* and *Emergency Policy*. Motion carried unanimously.

NEW BUSINESS

~Personnel
President Craig H. Long referred to the Director’s Report reminding the Board that Reference Librarian Audrey Tarvainen resigned her position, effective October 4, then the hiring of Sean Donnelly as part-time clerk for children’s/circulation, start date September 18, and the hiring of Tracy Dunstan as substitute Librarian, start date November 11.

MOTION

A motion was made by James J. Galvin, seconded by Karen Bash-Romaner, and carried to accept the above resignation and new hires as presented. Motion carried.

~Confirming Board Meeting Date of December 19, 2024 at noon.
The President reminded the Board that traditionally, the December meetings are holiday meetings scheduled at noon.

The Director presented the Library’s 2024 important dates with a few amendments.

MOTION

A motion was made by Donalee Berard, seconded by Mario F. Pensa to accept the Library's 2024 important dates as amended. Motion carried.

~Trustee Sexual Harassment Certificate

President Craig H. Long announced that the 2023 sexual harassment training is available online. Any Board members that have not taken the training should before the end of the year.

~Audit FY 2022-2023

Donalee Berard reported in detail the Library's financial audit FY 2022-2023 as submitted by the Library's auditor, Steven Straubinger. Donalee noted that the audit report itself has an unqualified opinion meaning that the audit is fairly and appropriately presented. Donalee summarized the Library's financial position noting for the fiscal year ending June 30, 2023 the Library's net income was approximately \$500,000. Based on the Library's financial position, Donalee recommends the following audit amendment: Increase the capital reserve by \$100,000.

MOTION

A motion was made by Donalee Berard, seconded by James J. Galvin to increase the capital reserve by \$100,000.

MOTION

A motion was made by Donalee Berard, seconded by Mark Murphy to accept the FY 2022-2023 audit as presented with the amendment for the capital improvement. Motion carried unanimously.

Donalee Berard announced that the Library will purchase a \$1,800,000 3-month CD rather than a \$1,900,000 3-month CD since making the \$100,000 transfer to the capital reserve.

ADJOURNMENT

MOTION

A motion was made by Erb Cooper, seconded by James J. Galvin to adjourn the meeting At 8:39 p.m.

Respectfully Submitted,

Karen Bash-Romaner, Secretary