

SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
April 16, 2024

**Regular Meeting Called to Order:**

President Craig H. Long called the Regular Meeting to order at 7:33 p.m. A quorum was present.

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

Absent and Excused: Mario F. Pensa, Mark Murphy

Delayed: Michael Minevich arrived at approximately 8:06 p.m.

Staff Present: Darlene Alessi, Director

Public Present: None

**MINUTES**

*Review of the Minutes of the Regular Meeting of March 26, 2024*

**MOTION**

A motion was made by Karen Bash-Romaner, seconded by Donalee Berard, and carried to accept the Minutes of the Regular Meeting of the Board of Trustees of March 26, 2024. Motion carried.

**Financial Report** –Donalee Berard

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

- Checking balance reported at \$1,258,771 intentionally high due to CD that matured in March in the amount of \$728,195 interest earned, and deposited in the checking account for cash flow.
- Debt Service funds at \$403,976.
- Small funds at \$ 32,850.
- NFS account at \$ 2,775,927 (market increase of \$55,192)
- Total Funds \$ 6,071,525.
- Income to-date at \$ 3,360,544.
- Expenses to-date reported at \$1,909,850.
- Most line items are within the 75% mark at this time.

**MOTION**

A motion was made by Donalee Berard, seconded by Warren E. Berbit, and carried to accept the financial report as presented. Motion approved unanimously.

President Craig H. Long praised the Treasurer’s summarized written report.

**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In addition, the Director noted that the Library's website is outdated limiting the number of documents that are now required by NYS to be posted on the website. The Board agreed to pursue upgrading the website for better functionality. Darlene is acquiring bids and information from website companies for Board review at the next meeting.

The Director noted that she is seeking proposals from architecture firms to redesign the adult area of the Library, with the goal of completing almost everything on the current *Long Range Plan*.

### **Committee Reports:**

#### **~Building and Grounds –Mario F. Pensa**

Due to Mario F. Pensa's absence there was no report. However, President Craig H. Long noted that the Director's report includes updates regarding Building and Grounds.

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

- Anti-Discrimination and Anti-Harassment Policy

Trustee Erb Cooper presented a brief report on the amendments to the *Library's Anti-Discrimination and Anti-Harassment Policy*, noting the following:

On top of page six eliminate bullet point that reads:

*"If documents, emails, or phone records are relevant to the investigation, steps to obtain and preserve them will be taken"*.

On top of pages six amend bullet point that reads:

*"All relevant documents, including all electronic communications, will be requested and reviewed"* to read as follows:

***"All relevant records should be preserved, including but not limited to emails, phone records and videos"***.

Bottom of page 10 second to last paragraph after the words "*Library Director*" remove the name "*Darlene Alessi*". The amended sentence should read as follows:

***"If you believe that you have been subjected to discrimination or harassment, including but not limited to sexual harassment, you are encouraged to complete this form and submit it to Library Director, Suffern Free Library, 210 Lafayette Avenue, Suffern, Ny 10901, or via email at [dalessi@rcls.org](mailto:dalessi@rcls.org)"***.

Bottom of page 10 last paragraph after the words "*Library Director*" remove the name "*Darlene Alessi*". The amended sentence should read as follows:

***"If you are more comfortable reporting verbally or in another manner, Library Director, will complete this form, provide you with a copy, and follow the Library's Anti-Discrimination/Anti-Harassment Policy by investigating the claims as outlined at the end of this form"***.

## UNFINISHED BUSINESS

None.

## NEW BUSINESS

- Approve the Library's updated *Anti-Discrimination and Anti-Harassment Policy*

### MOTION

A motion was made by Erb Cooper, seconded by James J. Galvin to approve the Library's updated *Anti-Discrimination and Anti-Harassment Policy* as presented by Trustee Erb Cooper. Motion carried unanimously.

- Approve the hiring of Melissa Tidd, Adult Reference Librarian

### MOTION

A motion was made by James J. Galvin, seconded by Erb Cooper to approve the new hire, Melissa Tidd, for the full time Adult Reference Librarian's position, as of April 16, 2024, as recommended by the Director. Motion carried unanimously.

- Long Rang Plan (LRP)

The Board briefly discussed the Library's LRP. President Craig H. Long recommended Trustee Michael Minevich as the Board's liaison to the LRP Committee. Michael Minevich accepted the position. President Craig H. Long invited Board members to participate if desired.

- Unofficial Budget Vote Results

President Craig H. Long temporarily suspended the meeting at 8:13 p.m. for the unofficial Budget Vote results of April 16 2024.

President Craig H. Long reconvened the meeting at 9:24 p.m. to announce the unofficial *Suffern/Sloatsburg* Budget Vote results.

**Suffern Free Library: 148 Yes 30 No**  
**Sloatsburg Public Library: 84 Yes 8 No**

**Final Tally: 232 Yes 38 No**

### MOTION

A motion was made by Donalee Berard, seconded by Erb Cooper to accept the unofficial *Suffern/Sloatsburg* Budget Vote results as presented. Motion approved.

## ADJOURNMENT

### MOTION

A motion was made by Erb Cooper, seconded by Karen Bash-Romaner to adjourn the Regular Meeting of the Board of Trustees at 9:25 p.m. Motion approved.

Respectfully Submitted,

Karen Bash-Romaner, Secretary