

**SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
JANUARY 25, 2022**

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 7:30 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

Absent and Excused: Mark Murphy

Staff Present: Darlene Alessi, Director

Guests: Paul V. Orazio, Louis D. Orazio II, of *Orazio Financial Services*.

President Craig H. Long:

The President changed the order of the agenda and turned the meeting over to Paul V. Orazio and Louis D. Orazio to present the Library's 2021 investment performance. Paul and Louis gave a detailed outline of the performance of each portfolio, noting that the portfolio's performance stayed strong during the Pandemic and economic shutdowns. Paul V. Orazio assured the Board that *Orazio Financial Services* is following the Library's Investment Policy Statement and will continue to monitor the Portfolio with discretion.

The Orazios recommended several investment changes to the Portfolio for the Board to consider.

A discussion of the Board followed regarding the recommendations.

Donalee Berard announced that there are several projects underway, however, at this time there is no need to draw money from the Portfolio. In terms of investment changes, Donalee suggested that for now, leave the buckets the way they are.

President Craig H. Long and the Board of Trustees thanked *Orazio Financial Services* for their presentation. Paul V. Orazio and Louis D. Orazio left the meeting at 8:35 p.m.

Review of the Minutes of December 21, 2021

**MOTION**

A motion was made by James J. Galvin, seconded by Karen Bash-Romaner and carried to accept the minutes of the regular meeting of December 21, 2021. Motion carried unanimously.

**Financial Report -Mario F. Pensa**

Mario F. Pensa reported from the Treasurer's December 2021 Cash Balance Sheet and Financial Statement.

- Operating funds decreased \$247,557.
- Total Operating Funds reported at \$3,162,430.
- NFS Investment Funds reported at \$2,340,814.
- Total Reserve Funds reported at \$2,745,393.
- Total Funds \$5,951,939.
- Variable Income reported at \$2,716.

Income is running below estimated budgets in: Fines, Equipment Rentals, Commission, Gifts and Membership.

- Expenses reported at \$247,655.

- Expenses above budgeted estimates to monitor: NYS Disability (exceeded budget), Periodicals, Electronic Resources, Furniture & Equipment, Insurance, Telephone, Travel & Convention.

## **MOTION**

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

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

Darlene Alessi reported on the following:

- Beginning January 31, 2022 the Library hours will change.
- Weeding in the Adult stacks and media items has begun.
- Signage will be updated throughout the building.
- Holiday changes and changes in the sick leave policy regarding COVID-19 sick leave was discussed with the department heads.
- Bibliotheca reduced the costs of the gates.
- The Director suggested to send RFQ proposals for the HVAC and landscaping.
- The Director announced that she is looking at costs for new carpeting throughout the Library.
- Safety training may be scheduled sometime in the spring. The Director is looking at prices for basic first aid training for the staff as well.

## **Committee Reports:**

~Building and Grounds –Mario F. Pensa  
Nothing to report.

~Finance Committee –Warren E. Berbit, Mario F. Pensa, Donalee Berard  
Donalee Berard reported on the Finance Committee review of the FY 2022-2023 Budget.

Based on the preliminary budget, the Committee proposed a 2% revenue increase which is what the tax cap is allowing. The Director proposed 2% salary increases. Donalee discussed decreases in the materials budget and increases in several online services. Increases in the furniture and equipment budget to purchase some new furniture in the adult seating areas. Currently, there is no need to purchase any computer equipment or AV equipment, so that line item was decreased. Building and Maintenance was increased by \$50,000 as well as the capital building allowance increased from \$100,000 to \$150,000 for upcoming projects. In summary, the Library will need to ask for an increase of 2% real property tax for the 2022-2023 annual support of the Library plus use reserve funds to balance the budget.

A discussion of the Board followed. The Committee will present the final budget at the next Board meeting.

~Personnel Committee –Warren E. Berbit, Karen Bash-Romaner, James J. Galvin, Michael Minevich  
James J. Galvin reported that Darlene Alessi submitted recommended changes in the Employee Handbook for review.  
James noted that the Committee agrees with the Director's recommendations.

~Policy Committee –Karen Bash-Romaner, Erb Cooper, James J. Galvin  
Holiday Revisions for 2022.  
The Board discussed the additional Library holidays recommended by the Director.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

~Tax Cap

### **MOTION**

A motion was made by Donalee Berard, seconded by James J. Galvin to accept the mandatory New York State Tax Cap presently known but should the Tax Cap be less, the Board be authorized to override the limitations. Motion approved unanimously.

~Employee Handbook Revisions

Warren E. Berbit will peruse the Director's revisions for further discussion. The Director requested that she is given the opportunity to review Warren's clarifications prior to the March meeting.

~Holiday Revisions for 2022

### **MOTION**

A motion was made by Karen Bash-Romaner, seconded by Michael Minevich to accept the Holiday revisions for 2022. Motion approved.

Opposed: James J. Galvin

~Annual Review of the Investment Portfolio as presented by *Orazio Financial Sevices*

### **MOTION**

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner to accept the Annual Review of the Investment Portfolio as presented. Motion approved.

Abstention: Michael Minevich

## **ADJOURNMENT**

### **MOTION**

A motion was made by Erb Cooper, seconded by Donalee Berard and carried to adjourn the meeting at 10:30 p.m.

Respectfully Submitted,

Karen Bash-Romaner  
Secretary



