

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MARCH 28, 2023

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, Mario F. Pensa, Karen Bash-Romaner, Donalee Berard, Erb Cooper, James J. Galvin, Mark Murphy

Absent and Excused: Michael Minevich

Staff Present: Darlene Alessi, Director

Public Present: *Orazio Financial Services* - Paul V. Orazio, Louis D. Orazio, II

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 II of *Orazio Financial Services* to present the Library's 2022 annual investment performance.

Louis D. Orazio:

Louis gave a detailed outline of the performance of each portfolio, noting that although last year there was pressure in both the stock and bond markets, interest rate hikes, geopolitical conflicts impacting global supply chains, covid mandates, and high inflation, the portfolio held up quite well producing income for the Library, which is the main objective of this portfolio; preservation of capital and asset appreciation.

Louis assured the Board that *Orazio Financial Services* adheres to the Library's Investment Policy Statement (IPS) and will continue to monitor the portfolio with discretion.

President Craig H. Long and the Board of Trustees thanked *Orazio Financial Services* for the presentation. Paul V. Orazio and Louis D. Orazio, II left the meeting at 8:05 p.m.

Review of the Minutes of the Special Meeting of February 28, 2023

MOTION

A motion was made by James J. Galvin, seconded by Mark Murphy, and carried to accept the Minutes of the Special Meeting of February 28, 2023. Motion carried unanimously.

Review of the Minutes of the Regular Meeting of February 28, 2023

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 February 28, 2023. Motion approved.

Abstention: Donalee Berard.

Financial Report -Mario F. Pensa

Mario F. Pensa reported from the Treasurer's February 2023 Cash Balance Sheet and Financial Statement.

- Operating funds decreased by \$200,712.
- Total Operating Funds reported at \$2,795,053.
- NFS Investment Funds reported at \$ 2,202,643.
- Total Reserve Funds reported at \$2,629,894.
- Total Funds \$5,424,947.
- Variable income reported at \$ 11,371.
- Expenses reported at \$206,523.
- Overall income and operational expenses are within the estimated fiscal budget.

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.

Director's Report –Darlene Alessi

The Director referred to several highlights of her written report that was submitted prior to the meeting. (Report attached)

- Part-time custodian Ed Bleecker resigned as of 3/5/23.
- The outside lockers were delivered.
- The door counter was installed.
- The gates will be delivered in April and installed.
- The time clock is set up and will be going live at the end of April.
- The new burglar alarm was installed.
- Andover Control System was installed.
- The search for a custodian position has been posted.

The Director announced that *Frontline Data Services* will be the Library's new telephone provider. The monthly cost will be approximately less than \$600, a savings of about \$300 a month.

Committee Reports:

~Building and Grounds –Mario F. Pensa

No Report.

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

Mario F. Pensa reported that the *M&T* savings account was closed on 3/28/23.

The balance of \$203,000 will be invested with *Orazio Financial Services*.

The Committee will meet to review and discuss the Library's additional investment options.

~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

No Report.

UNFINISHED BUSINESS

~Approval of Mechanical Engineering Firm

Mario F. Pensa reported that both mechanical engineering proposals are acceptable. The Building and Grounds Committee will meet with the Director to decide which firm will be chosen.

A discussion followed.

MOTION

A motion was made by Mark Murphy, seconded by Karen Bash-Romaner that this project does not exceed \$60,000 and that the decision which firm is preferred is to be made by the Building and Grounds Committee and the Director. Motion approved.

NEW BUSINESS

~Appointment of Nominating Committee

Mark Murphy announced the Officer positions: Craig H. Long serve as President of the Board of Trustees, Warren E. Berbit serve as Vice President of the Board of Trustees, and Karen Bash-Romaner serve as Secretary of the Board of Trustees.

Mario F. Pensa announced that he will not serve as Treasurer of the Board of Trustees. President Craig H. Long asked that Mario stays on as Treasurer for another month until the Treasurer's position is nominated.

MOTION

A motion was made by James J. Galvin, seconded by Karen Bash-Romaner that the Secretary cast one vote for the above Officer nominations as presented by the Chair of the Nominating Committee, Mark Murphy.

MOTION

A motion was made by James J. Galvin, seconded by Mark Murphy that the position of Treasurer of the Board of Trustees remain temporarily vacant until the Nominating Committee and the Board of Trustees consider additional candidates. Motion carried unanimously.

~Committee Appointments

President Craig H. Long appointed the following Committees:

- Building and Grounds Committee:
 - ~Mario F. Pensa (Chair)
 - ~Warren E. Berbit
- Finance Committee:
 - ~Warren E. Berbit (Chair)
 - ~Donalee Berard
 - ~Mario F. Pensa

- Personnel Committee:
 - ~James J. Galvin (Chair)
 - ~Warren E. Berbit
 - ~Karen Bash-Romaner
 - ~Michael Minevich
- Policy Committee:
 - ~Erb Cooper (Chair)
 - ~Karen Bash-Romaner
 - ~James J. Galvin
- Café Committee:
 - ~Donalee Berard
 - ~Michael Minevich

~Organizational Appointments:

President Craig H. Long read aloud the following Organizational Appointments:

Financial Institutions:

Key Bank, M&T Bank, TD Bank, US Bank, Webster 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 (Pro Tem)

MOTION

A motion was made by Erb Cooper, seconded by Donalee Berard to approve the above Committee and Organizational Appointments as presented. Motion approved.

~Long Range Plan (LRP)

Darlene Alessi announced that the Library's LRP ended in 2019. Darlene recommended to extend the date to 2023.

A discussion followed regarding the Library's strategic plan. Mario F. Pensa suggested that the plan include the replacing of the HVAC equipment.

President Craig H. Long requested that the discussion of including the HVAC equipment as part of the LRP be tabled until the next Board meeting for the opportunity to discuss it.

MOTION

A motion was made by Donalee Berard, seconded by James J. Galvin to extend the Library's current strategic plan for 2019 to 2023. Motion approved.

ADJOURNMENT

MOTION

A motion was made by James J. Galvin, seconded by Mark Murphy to adjourn the meeting at 9:05 p.m.

Respectfully Submitted,

Karen Bash-Romaner, Secretary

Director's Report

March 2023

Personnel:

Edward Bleecker part time custodian resigned effective 3/5/23

Building:

- Biblioteka delivered outside lockers on 3/22/23, Self-Check machine set up
- Door counter is installed and able to monitor via desktop and phone app
- Time clock used in a two-week period for staff familiarity. Will go live end of April. Able to monitor via desktop and phone app
- New burglar alarm installed able to monitor via phone app
- Andover Control system installed. Jersey State Control installed on my desktop to monitor
- Mechanical Engineer – Have narrowed it down to two firms. Once chosen by end of March, will move forward with asking for a pre-design evaluation first instead of accepting the entire RFQ package.
- Custodian Position advertised. The p/t custodian position will be removed from payroll on April 4, 2023.
- Turkeys – we have had numerous complaints from staff and patrons that Turkeys are chasing them in our parking lot. NYS DEC has issued me a permit to Legally Trap and euthanize them. US Fish & Wildlife will be setting up a bait trap to remove them.
- Background Check for prospective employees – I was very surprised to learn we do not conduct background checks for potential employees. I would like to start this service at the cost of \$25.00 per applicant

IT/Frontline:

- Frontline installed on every staff computer an icon to create a new support ticket. Tickets will be routed directly to Frontline staff.
- Frontline installed an internet line for the door counter
- Frontline installed a CAT6 cable for Jersey Controls for the control box
- Frontline is in process of installing four new computers purchased through RCLS at \$720 for Miguelina, Amy, QuickBooks computer and myself.

Director's Meeting & Trainings:

3/8 Director's Meeting

3/15 Intro to Mango Languages webinar

3/15 Engaging Employees in your strategic plan webinar

3/20 Narcan Training

3/21 RCLS COVID-19, NYS Libraries, and Ongoing Employer Obligations.

3/22 Compliance session with new director in person RCLS

Future

- Continue monthly meetings with department heads
- Finalizing agenda for next staff meeting May 5
- Begin promoting outdoor space for programs
- Work on the 5-year plan

Respectfully submitted,

Darlene Alessi

3/28/2023