

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MAY 24, 2022

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 7:34 p.m. A quorum was present.

Trustees Present: Craig H. Long, Mario F. Pensa, Donalee Berard, Erb Cooper, James J. Galvin, Michael Minevich, Mark Murphy

Absent and Excused: Warren E. Berbit, Karen Bash-Romaner

Staff Present: Darlene Alessi, Director
3 Suffern High School Students

In absence of Secretary Karen Bash-Romaner, President Craig H. Long appointed James J. Galvin Secretary Pro Tem.

President Craig H. Long welcomed everyone and noted that the Suffern High School students are present for their Participation in Government requirement. The President asked the Board to introduce themselves to their guests before directing attention to the Minutes of April 26, 2022

Review of the Minutes of April 26, 2022

MOTION

A motion was made by Donalee Berard, seconded by Mark Murphy, and carried to accept the minutes of the regular meeting of April 26, 2022. Motion was approved by all those present.

Financial Report -Mario F. Pensa

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

- Operating funds increased \$76,942.
- Total Operating Funds reported at \$2,659,219.
- NFS Investment Funds reported at \$2,211,352.
- Total Reserve Funds reported at \$2,625,359.
- Total Funds \$5,284,578.
- Variable income reported at \$1,790.
- Expenses reported at \$235,479.
- Suffern Central School's final tax receipts payment of \$311,723 was received.

~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), Books, DVDs, Audio, Electronic Resources, Non-book, Museum Passes, Furniture and Computer Equipment, Insurance, Building Service Contracts, Telephone, ANSER.

~Current operational expenses are below the estimated annual budget for this time.

MOTION

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

Director's Report – Darlene Alessi

Personnel:

- The Director reported that Stan Duda, circulation clerk, will be out on disability until September.
- The Director attended the *New York Library Association's Spring on The Hill* advocacy event on May 17th.
- 23 staff members attended the first staff CPR/AED training and basic first aid.
- The Director announced that she will be hosting the Adult Bingo program on June 8th at 12:30. The Director assured the Board that the Bingo program is strictly for enjoyment, NOT gaming or gambling.

Building:

- *Bertussi's Plumbing* installed the new water heater.
- *Artistic Floors* began work in the children's area. The carpeting is on backorder for the adult area, so installation will be sometime in late June.
- An audit was done through RCLS for the Library's computer equipment, no issues were found. The Wi Fi was updated as well.
- *Woodcraft & Willow* will be refurbishing two Stickley rocking chairs and two benches.
- All weeding of the collection in the adult section has been completed. Shifting the CD collection in the Media section is in progress.
- The Director is working with Amy La Rocca on cost savings in the Reference collection standing orders and serials.
- The Director reported that she is inquiring about the possibility of using an architectural firm for creating the makerspace. One such firm is in New City, they provide pro bono services and will be able to be of assistance next year.

The Director announced that she will apply for a grant for the cost of the new gates and installation of all components (Gates, self-checks, lockers). If the grant is accepted it will cover 50% of the cost of \$68,104 that was approved by the Board.

Committee Reports:

~Building and Grounds –Mario F. Pensa

Mario F. Pensa reported that the freon leak and repair has been resolved.

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

Mario F. Pensa reported that that the Finance Committee should meet to discuss a few details, one to be the *Board Designated Net Assets Reserves Policy*.

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

James J. Galvin announced that the Personnel Committee has a report to propose to the Board that best be done during *Executive Session*.

Michael Minevich noted that the Board joins the staff once a year for the staff barbecue event. He proposed that perhaps the Board can join the staff during a staff training day as well if it is possible.

Donalee Berard added that the staff is welcomed to occasionally come to a Board meeting and share with the Board their job duties and responsibilities.

James J. Galvin added that it is a great idea to join the staff for lunch during a staff training day when everyone is most likely in attendance.

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

President Craig H. Long announced the *Approval of 11 Updated Library Policies* will be presented under New Business.

Director Darlene Alessi handed out additional updated policies to the committee for their review and presentation at the next Board meeting.

UNFINISHED BUSINESS

None

NEW BUSINESS

- *Approval of 11 Updated Library Policies*

Erb Cooper presented the following Library Policies for approval.

1. Bulletin Board Policy
2. Children's Room Policy
3. Code of Conduct Policy
4. Collection Development Policy
5. Confidentiality of Patron Records Policy
6. Credit Card Guidelines
7. Displays & Exhibits Policy
8. Document Retention & Destruction Policy
9. Fundraising Policy
10. Gift Policy
11. Inter-Library Loan Policy

MOTION

A motion was made by Erb Cooper and seconded by James J. Galvin to approve the above updated policies. Motion carried unanimously.

On behalf of the Board of Trustees, President Craig H. Long expressed his gratitude to the Policy Committee for their work as a committee.

- Final Tally of the Budget Vote Results

President Craig H. Long announced the official statement of the April 26, 2022 Budget Vote:

Suffern Free Library: YES 284 NO 30

MOTION

A motion was made by Erb Cooper and seconded by Mark Murphy to approve the official Budget Vote results as presented. Motion carried unanimously.

~New Hire

- Approval to hire Intern Dustin Collins as a Page at the hourly rate of \$13.20.

MOTION

A motion was made by Mark Murphy and seconded by Michael Minevich to hire Dustin Collins as a Page at the hourly rate of \$13.20. Motion approved.

Public Comment

No Public Comments.

Library Director Darlene Alessi, left the meeting at 8:05 p.m.

Executive Session

MOTION

A motion was made by Erb Cooper and seconded by Mark Murphy that the Board enter into an *Executive Session* to discuss the employment history and evaluation of a member of the staff. Motion carried.

The Board entered an *Executive Session* at 8:15 p.m.

MOTION

A motion was made by Mark Murphy and seconded by James J. Galvin to come out of an *Executive Session* at 8:49 p.m. Motion carried.

ADJOURNMENT

MOTION

A motion was made by Donalee Berard and seconded by Mark Murphy to adjourn the meeting at 8:49 p.m.

Respectfully Submitted,

James J. Galvin
Secretary Pro Tem

