

SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
OCTOBER 25, 2022

Meeting Called to Order:

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

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

Absent and Excused: None

Delayed: Michael Minevich

Staff Present: Darlene Alessi, Director

Guests: Dr. Nancy Grosselfinger  
Nick Feinberg, and Robert Menia, *Frontline Data Services*

President Craig H. Long:

The President introduced Dr. Nancy Grosselfinger, whose mother, Anna W. (Val) Grosselfinger was a longtime Board Member

Darlene Alessi introduced Nick Feinberg and Robert Menia from *Frontline Data Services* to the Board.

The President changed the order of the agenda and turned the meeting over to Nick Feinberg and Robert Menia to address the Board's questions and concerns regarding the transition from RCLS IT dependency to *Frontline Data Services* for IT support.

Nick Feinberg announced that a transition plan is in place that is technical in nature. Nick assured the Board all the new equipment can be ordered and ready to commence installation prior to January 1<sup>st</sup>.

RCLS will be disconnecting support from all their equipment and will be removing their server from the IT network as well as all their software from all the Library's computers.

A discussion followed regarding the changeover IT Costs, *Frontline's* contract, installation timeline, tech support, maintenance and services that will be provided to the Library either remotely or onsite.

Nick Feinberg and Robert Menia left the meeting at approximately 8:15 p.m.

## Review of the Minutes of September 20, 2022

Vice President Warren E. Berbit noted an error in the Minutes on page 2 bottom section, the 2 sentences, starting with the word *President*.

~The corrected 2 sentences should read as follows:

*Vice-President Warren E. Berbit will review the Library Policies. If he suggests any revisions such will be emailed to the Policy Committee for its review and considerations prior to the October meeting.*

### **MOTION**

A motion was made by Vice-President Warren E. Berbit, seconded by Mark Murphy, and carried to accept the amended Minutes of September 20, 2022.

#### Financial Report -Mario F. Pensa

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

- Operating funds decreased \$224,986.
- Total Operating Funds reported at \$1,390,922.
- NFS Investment Funds reported at \$ 2,082,081.
- Total Reserve Funds reported at \$2,117,152.
- Total Funds \$3,508,075.
- Variable income reported at \$ 3,063.
- Expenses reported at \$227,019.

~Income is running below estimated budgets due to Suffern School District Tax Receipts payment schedule.

~Expenses above budgeted estimates to monitor: Workers Comp, NYS Disability, Microform Periodicals, Furniture & Equipment, AV Computer Equipment, Fuel & Utilities, Custodial Supplies, Capital Building Expenses at 164%, Building Service Contracts, Publicity & Printing, Board Expenses, Programs.

~Overall, operational expenses are within the estimated fiscal budget.

### **MOTION**

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner, and carried to accept the financial report as presented. Motion approved unanimously.

#### Director's Report –Darlene Alessi

The Director referred to her written report. (See attached)

President Craig H. Long asked the Director to mention the reimbursement of \$138,000 due to the Grant application that was submitted.

The Director announced that the Library did get the 50% reimbursement from RCLS. Darlene noted that Stephen Hoefer acknowledged the amount of paperwork that had to be submitted, in addition to that, it was submitted ahead of time with very few modifications.

On behalf of the Board of Trustees, President Craig H. Long thanked the Director for all her hard work, her perseverance, and many accomplishments thus far. The President acknowledged Stephen Hoefer's assistance as well.

## **Committee Reports:**

~Building and Grounds –Mario F. Pensa

Mario F. Pensa reported that there are a couple of different possibilities regarding the HVAC equipment that need to be considered before deciding whether to repair or replace the equipment with the recommendations of a mechanical engineer.

Mario F. Pensa noted that *Hughes Environmental* submitted a proposed amount of \$17,500 to repair all the leaks in Unit #4. But since Unit #4 is ready for replacement it would not be cost effective. Mario asked for a new proposal indicating the scope of work to repair only the known leaks. If the results are not satisfactory, the next step would be replacing the HVAC equipment with the services of a mechanical engineer.

~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  
No Report.  
James J. Galvin announced that the Policy Committee will meet prior to the November meeting.

## **UNFINISHED BUSINESS**

~Library Policies

President Craig H. Long announced that the Policies will be tabled until November's meeting.

## **NEW BUSINESS**

~HVAC Andover Automated Controls Proposal

Darlene Alessi informed the Board that the *Andover HVAC Automated Controls Proposal* in the amount of \$55,960 was approved and signed by Craig H. Long. Darlene asked for Board approval as well.

## **MOTION**

A motion was made by Mark Murphy, seconded by Mario F. Pensa, and carried to accept the *Andover HVAC Automated Controls Proposal*. Motion carried unanimously.

~State Grant Resolution for Capital Expenses

The Director informed the Board that Senator Elijah Reichlin-Melnick, through a state grant, is granting the Library \$65,000 for capital expenditures. In response and formality, the Board must pass a resolution that demonstrates the ability to cover the outlay of funding while waiting for reimbursement from the state.

Darlene Alessi explained that when she applied for the grant, she indicated that the grant will be used for EV car charging pay stations. She is in the process of researching qualified licensed companies to handle the project

A discussion followed revolved around the EV charging infrastructure.

## **MOTION**

A motion was made by Donalee Berard, seconded by Michael Minevich, and carried to respond to this grant that the Library has the wherewithal to finance expenditures prior to state funding of \$65,000 under the assumption that the Board approves the purchases and the usage at a later date. Motion approved.

~Audit FY 2021-2022

Donalee Berard reported in detail the Library's financial audit FY 2021-2022 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, 2022 the net income of the Library was \$257,895.

## **MOTION**

A motion was made by Donalee Berard, seconded by James J. Galvin, and carried to accept the Library's Audit FY 2021-2022 as presented. Motion approved unanimously.

~Accept Stan Duda's Resignation

## **MOTION**

A motion was made by Mark Murphy, seconded by Karen Bash-Romaner to accept with regret Circulation Clerk, Stan Duda's resignation. Motion carried.

~November Board Meeting Date

President Craig H. Long announced that the November Board meeting is scheduled for November 22<sup>nd</sup> which is the week of Thanksgiving. Due to no conflicts, the Board decided not to change the meeting date.

~December Board Meeting Date

The President noted that the December regular meeting is scheduled for the 27<sup>th</sup>, due to the holiday, the date and time can be changed to either the 20<sup>th</sup> or 22<sup>nd</sup>. A discussion followed.

## **MOTION**

A motion was made by James J. Galvin, seconded by Karen Bash-Romaner to hold the December meeting on the 20<sup>th</sup> at noon. Motion carried.

~2023 Board Meeting Schedule

The Board had the opportunity to review the 2023 Board meeting schedule prior to the meeting.

## **MOTION**

A motion was made by James J. Galvin, seconded by Mark Murphy to accept the 2023 Board meeting schedule as proposed with an amendment to the December meeting, which is now scheduled for December 19, 2023, at noon. Motion carried.

~2023 Holiday Schedule

- Rosh Hashanah
- Day After Thanksgiving

The Board discussed the 2023 Holiday schedule, agreeing that the Library will stay open on Rosh Hashanah and the day after Thanksgiving.

## ~2022 Holiday Schedule Revisions

The Director presented to the Board for acceptance the following holiday changes for 2022.

- Close Saturday, December 24<sup>th</sup> Christmas Eve Day.
- Close Saturday, December 31<sup>st</sup> New Year's Eve Day.

The above holidays fall on a Saturday when the Library closes at 5 p.m. Therefore, it is not beneficial to have staff come in for a few hours. As a result, this year only, the Library will be closed on December 24, 25, and 26 for the Christmas holiday, and closed on December 31, January 1, and January 2 for the New Year.

### **MOTION**

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner that the 2023 Holiday Schedule be based on the 2022 Holiday Schedule, with no additional closings and the 2022 Holiday Schedule be amended as presented by the Director. Motion approved.

Public Comment – Dr. Nancy Grosselfinger

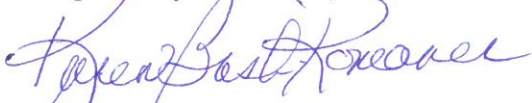
Dr. Nancy Grosselfinger gifted the Library with a bit of her mother's memorabilia, including pictures of the old Library on Washington Avenue as well as the announcement for the grand opening and program of the current Library. Dr. Grosselfinger noted that this Library is a beautiful building, and it is evident that it has been cared for by Library Directors leading the way, and the service of the Board of Trustees.

### **ADJOURNMENT**

### **MOTION**

A motion was made by Erb Cooper, seconded by Karen Bash-Romaner to adjourn the meeting at 9:54 p.m.

Respectfully Submitted,



Karen Bash-Romaner  
Secretary