

SUFFERN FREE LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
June 25, 2024

**Regular Meeting Called to Order:**

President Craig H. Long called the Regular Meeting to order at 7:37 p.m. A quorum was present.

Trustees Present: Craig H. Long, Warren E. Berbit, Donalee Berard, Mario F. Pensa, Erb Cooper, Mark Murphy

Absent and Excused: Karen Bash-Romaner, Secretary  
James J. Galvin, Trustee  
Michael Minevich, Trustee

Staff Present: Darlene Alessi, Director

Public Present: None

In absence of Secretary Karen Bash-Romaner, President Craig H. Long appointed Mark Murphy Secretary Pro Tem.

**MINUTES**

*Review of the Minutes of the Regular Meeting of May 28, 2024*

**MOTION**

A motion was made by Mark Murphy, seconded by Erb Cooper, and carried to accept the Minutes of the Regular Meeting of the Board of Trustees of May 28, 2024. Motion carried.

**Financial Report** –Donalee Berard

Treasurer Donalee Berard reported from the Treasurer's May 2024 Financial Statement. (Statement attached).

- Checking balance reported at \$1,079,467
- Balance of tax receipts in the amount of \$324,000 was received.
- The \$1,600,000 CD was renewed in May for three months.
- Debt Service funds at \$406,536.
- Small funds at \$ 32,853.
- NFS account at \$ 2,767,051 (Market increase of \$42,885, YTD gain \$207,506)
- Total Funds \$ 5,906,735.
- Income to-date at \$ 3,518,237.
- Expenses to-date reported at \$2,450,755.
- Interest Earnings \$105,393.
- Most line items are within the 91% mark at this time.

**MOTION**

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

**Director's Report** – Darlene Alessi

The Director's written report was submitted prior to the meeting. (Report attached).

In addition, the Director briefly discussed the following:

- Revisions to the Employee Handbook regarding part-time employee benefits.
- Advertising and interviewing for Library positions.
- The total 2024 book sales to date have netted \$9,807.10 for the Library.
- Jennifer Cohen and other staff members have stepped up to help with reference duties including scheduling and behind-the-scenes work.

President Craig H. Long praised the staff for their willingness to step in especially with the tragedy that occurred in the Reference Department.

### **Committee Reports:**

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

- HVAC-Compressor Replacement

The Board discussed the proposal from *Hughes Environmental Engineering* to replace a compressor on ACCU 3. The cost for the compressor replacement is \$16,778 and the cost of an extended warranty is \$900.00.

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

Treasurer Donalee Berard noted that for FY 2023-2024, the approved budget included appropriations for replacing the carpet in the community room which was not expended. Since these funds will not be spent prior to June 30, the Treasurer proposed to encumber the money that is in the 2023-2024 budget and roll it into the 2024-2025 budget to cover the cost of carpeting, approximately \$26,000.

**~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**

Trustee Erb Cooper noted that he will review the Library's oldest policies for any needed revisions.

#### **~LRP Committee -Michael Minevich, Mark Murphy**

Trustee Mark Murphy reported that Trustee Michael Minevich and he have conversed with the Director regarding the Library's construction project and updating the website.

### **UNFINISHED BUSINESS**

None.

### **NEW BUSINESS**

~Official Budget Vote Results of April 16, 2024

President Craig H. Long announced the official Suffern Free Library Budget Vote Results of April 16, 2024, submitted by Robert Romanowski, Election Clerk.

**Sloatsburg Public Library: 84 Yes 8 No**  
**Suffern Free Library: 158 Yes 30 No**

**Final Tally: 242 Yes 38 No**

### **MOTION**

A motion was made by Donalee Berard, seconded by Mark Murphy to approve the official Suffern Free Library Budget Vote Results of April 16, 2024.

~Budget Amendment FY 2024-2025

### **MOTION**

A motion was made by Donalee Berard, seconded by Erb Cooper to encumber \$26,000 of the 2023-2024 budget for unspent carpet funds for the community room and roll it over to the 2024-2025 budget. Motion carried unanimously.

### **MOTION**

A motion was made by Donalee Berard, seconded by Mark Murphy to amend the above motion by striking the number \$26,000 and inserting the number \$26,925. Motion approved unanimously.

~Approval of Carpet Vendor -*Capalbo & Son Inc, D.B.A. Artistic Floors*

### **MOTION**

A motion was made by Mark Murphy, seconded by Mario F. Pensa to approve carpet vendor *Capalbo & Son Inc, D. B. A. Artistic Floors*. Motion approved unanimously.

~Approval of Public Library Construction Project

President Craig H. Long reported that *RCLS* and *NYS Public Library Construction Aid* require assurances from the Board of Trustees for construction aid.

### **MOTION**

A motion was made by Donalee Berard, seconded by Mario F. Pensa to approve the following Resolution for construction aid:

## **RESOLUTION**

*RESOLVED, that the grant application and accompanying documents for public library construction aid to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Suffern Free Library.*

The Resolution was passed by the Board of Trustees.

~Approval of Website Vendor, Kyle Chin

### **MOTION**

A motion was made by Erb Cooper, seconded by Mark Murphy to approve moving forward with Kyle Chin to update the Library's website in the amount of \$16,500 and to pay for the Library Market Calendar of Events \$6,000 including first year fee of \$1,500 for installation and support as presented by Director Darlene Alessi. Motion approved unanimously.

- July/August Board Meeting

President Craig H. Long announced that the Board does not meet in July and August, unless an emergency meeting is necessary. The next Board meeting is scheduled for September 24, 2024.

### **ADJOURNMENT**

### **MOTION**

A motion was made by Erb Cooper, seconded by Warren E. Berbit to adjourn the Regular Meeting of the Board of Trustees at 8:11p.m. Motion approved.

Respectfully Submitted,

Mark Murphy, Secretary Pro Tem