

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
March 26, 2024

Regular Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 7:31 p.m. A quorum was present.

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

Absent and Excused: Darlene Alessi, Director
James J. Galvin, Trustee

Delayed: Erb Cooper arrived at approximately 7:34 p.m.
Michael Minevich arrived at approximately 7:45 p.m.

Staff Present: Jennifer Smith, Assistant Director

Public Present: None

MINUTES

Review of the Minutes of the Regular Meeting of February 27, 2024

MOTION

A motion was made by Mario F. Pensa, seconded by Warren E Berbit, and carried to accept the Minutes of the Regular Meeting of the Board of Trustees of February 27, 2024. Motion carried.

Financial Report –Donalee Berard

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

- Total Operating Funds reported at \$712,436.
- CD maturing in March for \$718,762 was cashed in and deposited in checking account.
- CD amount of \$1,800,000 was renewed in January for \$1,600,000 (less 200k). Will renew in July for \$700k for 3-month CD rate.
- Debt Service funds at \$402,782.
- Small funds at \$ 32,848.
- NFS account at \$ 2,720,735.
- Total Funds \$ 6,187,565.
- Income to-date at \$ 3,146,376.
- Expenses to-date reported at \$1,723,544.
- Most line items are within the 66.6% mark at this time.

MOTION

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

Director's Report

Due to Director Darlene Alessi's absence, Assistant Director Jennifer Smith referred to Darlene Alessi's written report that was submitted prior to the meeting. (Report attached).

Additionally, Jennifer Smith noted the following:

- Victoria Weireter, circulation clerk, accepted a position in Technical Services that was vacated by Nadine France. Victoria will be working 23 hours per week at her present rate of \$16.22/hour.
- Sara Chamar was hired on March 11, 2024 in Circulation to work 21 hours per week at \$15/hour.
- Barbara Spielmann, Children's Librarian Assistant is transitioning to part-time, reducing her 35 hours per week to 28 hours per week starting April 3, 2024.
- The Library will be closed on Thursday, April 11, 2024 for Staff Development.

Committee Reports:

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

- HVAC Project

Mario F. Pensa reported that *OLA Consulting Engineers* are updating a draft outline for the HVAC Project's schematic design phase. The next phase will be to start the actual design development and meet with the engineers to discuss the project's progress. In time, contractors will have the opportunity to look at the building schematics design and provide estimates.

~**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.

Trustee Karen Bash-Romaner reminded the Board of Trustees to take the Sexual Harassment Prevention training as well as complete two (2) hours of Trustee Education training as mandated by NYS.

UNFINISHED BUSINESS

None.

NEW BUSINESS

President Craig H. Long asked that the Board of Trustees approve, retroactively, the hiring of new circulation clerk, Sara Chamar, hired on March 11, 2024, to work 21 hours per week at the rate of

\$15/ hour.

MOTION

A motion was made by Karen Bash-Romaner, seconded by Warren E. Berbit to approve the hiring of new circulation clerk Sara Chamar. Motion approved unanimously.

~Nominating Committee Report

- Election of Officers:

Trustee Mark Murphy, Co-Chair of the Nominating Committee, presented the slate of officers for 2024 as follows:

- Craig H. Long, President
- Warren E. Berbit, Vice-President
- Donalee Berard, Treasurer
- Karen Bash-Romaner, Secretary

President Craig H. Long asked if there were any nominations from the floor for Officer positions. None were noted. The President asked that the Secretary cast one vote for the above Officer nominations as presented by Mark Murphy.

MOTION

A motion was made by Donalee Berard, seconded by Mark Murphy that the Secretary cast one vote that the above officers to serve in their current positions. Secretary Karen Bash-Romaner moved and cast one vote for the slate of Officers.

~Committee Appointments

President Craig H. Long appointed the following Committees:

- **Building and Grounds Committee:**
 - Mario F. Pensa (Chair)
- **Finance Committee:**
 - Warren E. Berbit (Chair)
 - Donalee Berard
 - Mario F. Pensa
- **Personnel Committee:**
 - James J. Galvin (Chair)
 - Karen Bash-Romaner
 - Michael Minevich
- **Policy Committee:**
 - Erb Cooper (Chair)
 - Karen Bash-Romaner
 - James J. Galvin

~Organizational Appointments

President Craig H. Long referred to the 2024 Organizational Appointments as listed:

- **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, & Ellsworth
- **Auditors of Library Funds:**
 - Fulton, Menfi, Frega, Straubinger & Berlamino, LLC
- **Signatories for Library Accounts:**
 - Craig H. Long, President
 - Warren E. Berbit, Vice President
 - Donalee Berard, Treasurer
 - Karen Bash-Romaner, Secretary

MOTION

A motion was made by Donalee Berard, seconded by Karen Bash-Romaner to accept the Library's Organizational Appointments for 2024 as presented by President Craig H. Long. Motion passed.

President Craig H. Long excused Jennifer Smith from the meeting at 7:47 p.m. and entertained a motion to enter into Executive Session for the purpose of salary terms and conditions regarding a personnel matter.

EXECUTIVE SESSION

MOTION

A Motion was made by Mark Murphy, seconded by Erb Cooper to enter into an Executive Session for the purpose of salary terms and conditions regarding a personnel matter. Motion passed.

The Board entered into an Executive Session at 7:47 p.m.

ADJOURNMENT

MOTION

A motion was made by Mark Murphy, seconded by Donalee Berard to exit from the Executive Session and adjourn the Regular Meeting of the Board of Trustees at 9:06 p.m. Motion passed.

Respectfully Submitted,

Karen Bash-Romaner, Secretary