

SUFFERN FREE LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
September 26, 2023

Meeting Called to Order:

President Craig H. Long called the Regular Meeting to order at 7:36 p.m. A quorum was present.

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

Absent and Excused: James J. Galvin

Staff Present: Darlene Alessi, Director

Public Present: None

Review of the Minutes of the Regular Meeting of May 23, 2023

Review of the Minutes of the Regular Meeting of June 27, 2023

MOTION

A motion was made by Karen Bash-Romaner, seconded by Mark Murphy, and carried to accept the Minutes of the Regular Meeting of May 23, 2023.

Abstentions: Erb Cooper

MOTION

A motion was made by Karen Bash-Romaner, seconded by Mario F. Pensa, and carried to accept the Minutes of the Regular Meeting of June 27, 2023.

Abstentions: Erb Cooper

Financial Report –Donalee Berard

Donalee Berard reported from the Treasurer’s August 2023 Financial Statement.

(Statement attached).

As of the end of August, total operating funds are at \$1,697,000. Expenses are below budget at \$407,968. The Library will receive 90% of its tax receipts from *Suffern Central School District* in October.

MOTION

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

Director’s Report –Darlene Alessi

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

Additionally, the Director informed the Board that the new *RCLS ILS* system known as *Koha* needs to be approved by the Board.

The Director mentioned that Safety Training Day is planned for October 12th. Some topics that will be covered include a fire drill, active shooter training, and guidelines to avoid accidents and injuries.

Committee Reports:

~Building and Grounds –Mario F. Pensa
No Report.

~Finance Committee –Warren E. Berbit, Mario F. Pensa, Donalee Berard
Donalee Berard reported that the Committee met with the Director to review and amend the approved FY 2023-2024 Budget. Modifications will be presented under New Business. Donalee noted that the new CD was renewed in September for another three months at 5.4% interest rate.

~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
The Policy Committee met with the Director to review the *Emergency Plan*, *Anti-Discrimination Policy*, and create a patron *Banning/Suspending Policy*. The Policies will be distributed to the Board for review prior to the October Board meeting.

UNFINISHED BUSINESS

None.

NEW BUSINESS

~Surveillance Cameras
The Director reported that RFQs were sent to six companies. Three companies responded, one retracted. *Frontline Data Services* quoted \$34,768 and *Rockland-Orange Security* quoted \$39,694. The Director recommended *Frontline Data Services*.

MOTION

A motion was made by Donalee Berard, seconded by Mario F. Pensa to accept the *Frontline Data Services* contract for the cameras. Motion approved unanimously.

~ Amended Budget FY 2023-2024

Donalee Berard reported that budget amendments for FY 2023-2024 are based on additional data provided by the Director. Salaries and library materials decreased. Other line items were increased due to usage of periodicals and electronic resources, as well as, anticipated building costs. Overall, the decreases exceeded the increases by \$20,860 eliminating the need to use reserve funds.

MOTION

A motion was made by Donalee Berard, seconded by Mark Murphy to accept the amended FY 2023-2024 budget. Motion carried.

~RCLS 2024 Budget

MOTION

A motion was made by Karen Bash-Romaner, seconded by Mario F. Pensa to accept the *RCLS 2024 Budget*. Motion carried.

~RCLS Integrated Library System (ILS) Agreement

MOTION

A motion was made by Karen Bash-Romaner, seconded by Mark Murphy to accept the *RCLS* recommendation to enter a contract with *ByWater Solutions* for the *Koha ILS* product.
Motion carried.

~Library Policies

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

ADJOURNMENT

MOTION

A motion was made by Donalee Berard, seconded by Mario F. Pensa to adjourn the meeting at 8:17 p.m.

Respectfully Submitted,

Karen Bash-Romaner, Secretary

