

Fallsburg Library Board of Trustees Meeting  
October 19, 2015

Attendance:

Bernie Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Jenny Silverman, Trustee	Present
Sonny Smith, Vice President	Present
Livia Sabourin, Board Secretary	Present
Amanda Ward-Almonte, Trustee	Absent
Sonia Ward, Trustee	Present
Paula Gray, Director	Present
Paige Bakken, Recording Secretary	Present

Meeting Commenced at 6:01 pm.

The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

Board member Smith entertained motion to accept the September minutes. Board member Silverman seconded. All in favor.

Financial Report

Catskill Hudson Bank as of 9/30/15	
Checking	\$ 20,409.05
Savings	\$237,104.20
CD	\$100,962.38
CD	\$132,826.52
Total Funds	\$491,302.15

Discussion ensued regarding investigation of cds and savings account rates.

It was decided to ask the Town of Fallsburg what electric provider they use.

Board member Sabourin entertained motion for the approval of the Treasurers Report as presented. Board member Smith seconded. All in favor.

Board member Ward entertained motion for the approval of the warrants as presented. Board member Smith seconded. All in favor.

#### Correspondence

N/A

#### Director's Report

Director Gray read from her Director's Report (copy attached).

The Board asked Paige to send a letter to the staff thanking them for all of their help on the children's room.

Board member Smith entertained motion to accept the Director's Report. Board member Ward seconded. All in favor.

#### Principal Clerk Report

Director Gray read from the Principal Clerk Report (copy attached).

Board member Ward entertained motion for the approval of the disposal of paperwork (copy attached). Board member Smith seconded. All in favor.

Board member Ward entertained motion for the approval of the Principal Clerk Report. Board member Smith seconded. All in favor.

#### Old Business

The Board set the date for November 18, 2015 at 6 pm for the Strategic Planning meeting with RCLS.

#### New Business

N/A

#### Committee Reports

Board member Silverman updated the Board on the progress of the Personnel Committee's work on the Personnel Policy.

Discussion ensued regarding the library being closed and the staff being paid.

Board member Smith entertained motion for the Board to go into Executive Session at 6:49. Board member Ward seconded. All in favor. Regular meeting commenced at 7:06.

Board member Smith entertained motion to adjourn at 7:07 pm. Board member Ward seconded.  
All in favor.

Treasurers Report  
Board of Trustee Monthly Meeting  
October 19, 2015

Catskill Hudson Bank as of September 30, 2015.

Included in these funds are checks that have not yet cleared.

Checking \$20,409.05

Savings \$237,104.20

Catskill Hudson Bank as of October 14, 2015

CD - \$100,962.38

CD - \$132,826.52

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**Total Funds**

**\$491,302.15**

We received the first ½ of our Tax monies \$194,260.00  
Second ½ due last day of October

Board of Trustee Monthly Meeting  
October 19, 2015  
Additional Warrant Information

These Items have been paid.

1. Weigard Carpet Cleaning Service	\$838.00
2. Tony Riccio Painting	\$875.00
3. Terry Toledo	\$ 10.64
4. NYSEG	\$117.64
5. Sullivan County Chamber	\$115.00
6. <u>Staples Credit</u>	<u>\$193.47</u>
Total	\$2,149.75



9:03 AM  
10/15/15  
Accrual Basis

# Fallsburg Library Transactions by Account As of October 15, 2015

Type	Date	Name	Split	Amount	Balance
Accounts Payable					
Bill	10/15/2015	AFLAC	AFLAC Liab	112.38	0.00
Bill	10/15/2015	Health Republic Ins. NY	P9060.800 Health Insurance	1,555.62	1,668.00
Bill	10/15/2015	Baker & Taylor Inc	410 books	207.56	1,875.56
Bill	10/15/2015	Leora Cassells	479 Programming	75.00	1,950.56
Bill	10/15/2015	Catskill Delaware Publications	434 Publicity / Printing	38.00	1,988.56
Bill	10/15/2015	John Conway	479 Programming	150.00	2,138.56
Bill	10/15/2015	Daniel Pierce Library	479 Programming	50.00	2,188.56
Bill	10/15/2015	DeLage Landen Financial Services	200 Equipment	73.61	2,262.17
Bill	10/15/2015	Fallsburg Lumber Company	paint	192.71	2,454.88
Bill	10/15/2015	Paula Gray 1	483	30.00	2,484.88
Bill	10/15/2015	Harmonray Realty Corp	453 Rent	2,498.47	4,983.35
Bill	10/15/2015	Penny Mercado	429/477	41.53	5,024.88
Bill	10/15/2015	NYSEG	450 Utilities-Electric, Propane	140.49	5,165.37
Bill	10/15/2015	Quill Corporation	200/479	263.93	5,429.30
Bill	10/15/2015	R C L S General	-SPLIT-	4,579.81	10,009.11
Bill	10/15/2015	Recorded Books, LLC	411 Recorded materials	306.98	10,316.09
Bill	10/15/2015	Livia Sabourin 1	477 Meetings/ Registration Fee	75.00	10,391.09
Bill	10/15/2015	Town of Fallsburg	phone	92.36	10,483.45
Bill	10/15/2015	Town of Fallsburg	phone	89.54	10,572.99
Total Accounts Payable				10,572.99	10,572.99
TOTAL				10,572.99	10,572.99

Board of Trustees Meeting  
October 19, 2015  
Director's Report

The library now has a clean, freshly painted room for the children and teens. After much prep work on September 22<sup>nd</sup> and 23<sup>rd</sup>, the painters moved in on the 24<sup>th</sup> and completed the painting in near record time! A couple of days were needed to get the shelving back in place and the books back on the shelves, but all was accomplished with lots of hard work by the staff. A week later the carpets were cleaned everywhere except the offices. Some posters and lettering have been put on the walls, and the transformation is complete. Theresa, our summer clerk, will be returning later in the year to paint a couple of scenes on the doors in the back room. If you haven't seen the finished product, please take time to have a look before you leave. One addition to the room will be a room darkening shade to go on the skylight. It has yet to be installed.

The library has had a sign identifying the "Fallsburg Library" in a window, but I felt that it was too low to be visible when cars were parked out front. With the town's help, it has been relocated on the brick surface in the front of the library. It is much higher and more visible now. Once again, Gregg Bennett was helpful in getting this task completed.

As you are all aware, RCLS used our facility to host some focus groups earlier this month. They have expressed gratitude for our willingness to have the sessions in our library. Last week the monthly SUPLA (Sullivan Ulster Public Library Alliance) meeting was held here, and I attended that meeting. Next week the Delaware Valley Arts Alliance will be using our library to host a grant writing seminar. Per usual, things are happening here!

This fall I am working with Rena on Tuesday mornings as we welcome Head Start for a time of stories, songs, and crafts. Our first session was last week, and it went very well. We had the children select one book each which was taken back to the school to be enjoyed in the classroom. It was good to have the little ones back in the library, and I have received word that the Head Start staff was very pleased with the programming!

I plan to put in additional hours over the next few weeks so that I can accomplish some of the tasks that have been on my "to do" list.

I will be out of state from the 20<sup>th</sup> of November until the 29<sup>th</sup>.

Respectfully submitted,

*Paula*

Board of Trustees Meeting  
October 19, 2015  
Principal Clerk Report

1. Strategic Planning Date:

I spoke to Robert Hubsher and both the 17<sup>th</sup> and 18<sup>th</sup> of November is good with him. Would you like me to set up the 17<sup>th</sup> with a snow date of the 18<sup>th</sup>? What time do you want it to start? Do you want me to do a simple dinner for you and start at 6pm?

Please let me know as I need to contact Robert tomorrow the 20<sup>th</sup>. At this point, Grace and Robert will be coming.

2. I am preparing for a Workers Comp Audit that will take place later this month. Scott has been very helpful as we needed several documents from the computer.
3. Rena and I attended CLOUSC. (Children Librarians of Ulster and Sullivan County). Children signing up for the programs and not showing up or reporting on books read at the end of the summer, seemed to be the main discussions and concerns with program attendance and the Summer Reading Club. Program ideas were shared, the good, the bad and the ugly and we walked away with some new ideas for programs and for incentives to boost our reporting.
4. Rena and I also attended Fall into Books (Livia too) which is a yearly conference for children and teen librarians. The experience of meeting authors and brainstorming with the other librarians from both school and public libraries is priceless.
5. I also attended the teen librarian workshop and the Battle of the Books that preceded the teen meeting. Again, a discussion concerning Summer Reading and attendance of the teens at events is falling almost across the board. We are all brainstorming as to the reasons why and what we can do to help this unwanted trend. Thanks to Livia whom brought our teens to the Battle of the Books, we hung in for a few rounds but at least two Sullivan County Libraries won the battle with 1<sup>st</sup> and 2<sup>nd</sup> places.
6. I am continuing to work on the disposal of paperwork and have included the materials to be disposed of in your handouts.

Respectfully submitted by Pennie





## FALLSBURG LIBRARY

October 19, 2015

The following documents have been scheduled for destruction on October 20, 2015 in accordance with the New York State Laws and Local Laws pertaining to the destruction of documents held in a public library.

Some of the documents that have been scheduled at this time are documents that have no retention time after their relevance but, since we chose to keep them they must be destroyed in this manner as well as outdated insurance and purchase orders that had a 6 year retention.

### File Number

FBR091815-1 "0 RETENTION"  
FBR091818-2 "0 RETENTION"  
FBR091815-3 "6 YR RETENTION"  
FBR091815-4 "6 YR RETENTION"  
FBR092115-1 "6 YR RETENTION"  
FBR092115-2 "6 YR RETENTION"  
FBR092115-3 "6 YR RETENTION"  
FBR092115-4 "6 YR RETENTION"  
FBR092115-5 "6 YR RETENTION"  
FBR092215-1 "6 YR RETENTION"  
FBR092415-1 "6 YR RETENTION"  
FBR092415-2 "6 YR RETENTION"  
FBR092415-3 "6 YR RETENTION"  
FBR092415-4 "6 YR RETENTION"  
FBR092415-5 "6 YR RETENTION"  
FBR092415-6 "6 YR RETENTION"  
FBR092415-7 "6 YR RETENTION"  
FBR092415-8 "6 YR RETENTION"  
FBR092415-9 "6 YR RETENTION"  
FBR092415-10 "6 YR RETENTION"  
FBR092415-11 "6 YR RETENTION"  
FBR092415-12 "6 YR RETENTION"  
FBR092415-13 "6 YR RETENTION"  
FBR092415-14 "6 YR RETENTION"  
FBR092415-15 "6 YR RETENTION"  
FBR092415-16 "6 YR RETENTION"

*The Fallsburg Board of Trustees has  
approved the following items for  
destruction:*

*(FBR091815-1)- (FBR092415-16)*

*Signed: Bernadine Autst*