

Fallsburg Library Trustee Monthly Meeting
December 20, 2018

Attendance:

Laurie Burke-Deutsch, Board President	Present
Ronnie Cohen, Financial Officer	Present
Judith Merone, Trustee	Present
Jenny Silverman, Trustee	Absent
Sonny Smith, Vice President	Present
Sonia Ward, Board Secretary	Present
David Lawrence, Trustee	Present
Kelly Wells, Director	Present
Paige Bakken, Recording Secretary	Present

Meeting Commenced at 5:15 pm.

The Pledge of Allegiance was recited.

Public Comment:

N/A

Approval of Minutes:

Board member Smith moved and Board member Ward seconded a motion to accept the November 19, 2018 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 11/30/2018

Checking	\$ 11,260.91
Money Market	\$401,330.44
ICS	\$121,884.05
CD - 1	\$ 50,501.11
CD - 2	\$ 50,501.11
CD - 3	\$101,203.88
CD - 4	\$101,203.88

Financial Officer Cohen stated the CD's rate is 2.25%. The money market rate is 1%. Catskill Hudson Bank is wonderful to us.

Board member Ward moved and Board member Smith seconded a motion to accept the Financial Report. All in favor.

Board member Smith moved and Board member Merone seconded a motion to approve the warrant dated December 17, 2018 totaling \$10,414.67. All in favor.

Board member Lawrence moved and Board member Cohen seconded a motion to approve the warrant dated December 20, 2018 totaling \$349.13. All in favor.

Correspondence:

N/A

Director Report:

Director Wells read from her director's report (copy attached).

Old Business:

Discussion ensued regarding the property by Service Scaffold.

New Business:

Discussion ensued regarding the Friends of the Library.

Discussion ensued regarding the Brizel property, the property at 5068 SR 42 and the property at 5092 SR 42.

Director Wells will look into scheduling the Holiday Meeting/Dinner at Yiasou Café.

Committee Reports:

N/A

Board member Smith moved and Board member Ward seconded a motion to adjourn at 5:42 pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
December 20, 2018

- Pledge
- Public Comment
- Approval of Minutes
 - November 19, 2018
- Financial Report
- Approval of Warrant(s)
 - December 17, 2018
 - December 20, 2018
- Correspondence
- Director Report
- Old Business
- New Business
- Committee Reports
- Adjournment

Board of Trustees Meeting
December 20, 2018
Financial Report

As of the November 30, 2018 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 11,260.91
Money Market	401,330.44
ICS	121,884.05
CD - 1	50,501.11
CD - 2	50,501.11
CD - 3	101,203.88
CD - 4	101,203.88
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	\$ 837,885.38

The following deposits were made to the money market account during this statement period:

11/5/2018	\$ 210,649.12
11/13/2018	60.00
11/19/2018	58.00
11/19/2018	312.80
11/27/2018	124.00
11/30/2018	250.36 (Interest)

Fallsburg Library
Transactions by Account
As of December 17, 2018

Accounts Payable	Type	Date	Num	Name	Split	Amount	Balance
	Bill	12/17/2018		Town of Fallsburg		1,416.64	1,416.64
	Bill	12/17/2018		Constellation	431/433/452/480 phone, postage, contracts	78.13	1,494.77
	Bill	12/17/2018		Card Member Service	450 Utilities-Electric, Propane	267.49	1,762.26
	Bill	12/17/2018		Baker & Taylor Inc	479 Programming	287.01	2,049.27
	Bill	12/17/2018		Amazon Capital Service	410/411 Books/DVDs	153.81	2,203.08
	Bill	12/17/2018		AFLAC	411 DVDs	62.04	2,265.12
	Bill	12/17/2018		AIR Rent Property Group LLC	AFLAC Liab	2,651.90	4,917.02
	Bill	12/17/2018		Paige Bakken	453 Rent	75.00	4,992.02
	Bill	12/17/2018		Personnel Concepts	437 Professional Fees	257.49	5,249.51
	Bill	12/17/2018		Crystal Run Health Ins Company	430 Office/Book/Library supply	1,362.18	6,611.69
	Bill	12/17/2018		Crystal Run Health Ins Company	P9060.800 Health Insurance	1,362.18	7,973.87
	Bill	12/17/2018		Delage Landen Financial Services	200 Equipment	73.61	8,047.48
	Bill	12/17/2018		Delage Landen Financial Services	200 Equipment	73.61	8,121.09
	Bill	12/17/2018		Scott Dubois	437 Professional Fees	500.00	8,621.09
	Bill	12/17/2018		Time Warner Cable	456 Internet Service	99.99	8,721.08
	Bill	12/17/2018		Rena Kalanick 1	P9060.800 HRA	387.31	9,108.39
	Bill	12/17/2018		Electronic Business Products, Inc	430 Office/Book/Library supply	173.25	9,281.64
	Bill	12/17/2018		U.S. Postal Service	433 Postage	116.00	9,397.64
	Bill	12/17/2018		fox Ledge, Inc	451 Custodial Supplies	13.50	9,411.14
	Bill	12/17/2018		Fallsburg Gas	450 Utilities-Electric, Propane	11.99	9,423.13
	Bill	12/17/2018		Monticello Greenhouse	429 Misc.	48.00	9,471.13
	Bill	12/17/2018		NYSEG	450 Utilities-Electric, Propane	96.61	9,567.74
	Bill	12/17/2018		Ramapo Catskill Library System	418 Licenses	368.00	9,935.74
	Bill	12/17/2018		Sullivan Public Library Alliance	438 Membership dues	35.00	9,970.74
	Bill	12/17/2018		Micro Marketing LLC	412 Recordings /Tapes, discs	99.94	10,070.68
	Bill	12/17/2018		Over Drive, Inc	415 e-content	343.99	10,414.67
						10,414.67	10,414.67
						<u>10,414.67</u>	<u>10,414.67</u>

Total Accounts Payable
TOTAL

Fallsburg Library
Transactions by Account
As of December 20, 2018

Accounts Payable	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
	Bill	12/20/2018		Town of Fallsburg			431 telephone	83.54	83.54
	Bill	12/20/2018		Amazon Capital Service			411 Movies	144.77	228.31
	Bill	12/20/2018		Fallsburg Central School Districts			434 Publicity / Printing	30.00	258.31
	Bill	12/20/2018		Baker & Taylor Inc			410 Books	90.82	349.13
Total Accounts Payable								<u>349.13</u>	<u>349.13</u>
TOTAL								<u>349.13</u>	<u>349.13</u>

Director's Report
December 18, 2018

The end of November we had our bi-annual Worker's Comp Audit. It was very simple and quick, the auditor was here maybe 15 minutes.

Virginia and I are still working through boxes of old paperwork. There's no destruction record authorization this month, but there definitely will be for next month.

I've started to work a little bit on the budget for FY '19-'20, but between vacation brain and holiday brain, I figured it would be best to save the real number crunching for January. As a reminder/FYI, the budget committee typically meets end of February/early March to go over the budget before it's presented to the whole Board for approval in April to go to the public for a vote in June.

As another FYI, SUPLA (Sullivan Public Library Alliance) is sponsoring a Sullivan County Youth Book Festival on Saturday May 25, 2019 (Saturday of Memorial Day weekend) at the E.B. Crawford Library in Monticello. I have a pamphlet about sponsorship levels and benefits should anyone be interested in contributing individually, or if you know a business owner who might want to contribute, let me know and I'll get more pamphlets to pass out. The plan right now is to make this a bi-annual event, but we have to see how it goes this first year.

The last couple months I took a little break from the policy reviews that we had been doing. Starting in January we'll start that up again. I'll put the policies to be reviewed in Google Drive so everyone can see them, and see the edits that are done, before voting on them in a Board meeting. As a reminder, the ones that have been done fairly recently are available online through a link I had sent you guys a few months ago. Early next year, I plan on making that site accessible through our webpage, as our policies are public record anyway – and some of the policies we'll be reviewing directly affect the public/our patrons, so it would just make sense to have them relatively easy to access from our website.

Respectfully submitted,
Kelly