

Fallsburg Library Trustee Monthly Meeting
February 28, 2019

Attendance:

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

Meeting Commenced at 5:31pm.

The Pledge of Allegiance was recited.

Public Comment

Jonathan Postell Sr. spoke to the Board in regards to his position, salary, and time at the Fallsburg Library. He also spoke about his concern for changes made to the Personnel Policy during his tenure at the Library.

The Board thanked Jonathan for bringing his concerns to their attention and stated that they would look into them further and inform him of their findings/decisions when they are made.

Approval of Minutes

Board member Smith moved and Board member Merone seconded a motion to accept the January 25, 2019 Regular Meeting minutes. All in favor.

Board member Smith moved and Board member Merone seconded a motion to accept the January 30, 2019 Special Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 1/31/2019

Checking	\$ 16,999.65
Money Market	\$355,870.76
ICS	\$122,091.25
CD – 1	\$50,501.11
CD – 2	\$50,501.11
CD – 3	\$101,203.88

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

Board member Cohen moved and Board member Smith seconded a motion to approve the warrants dated February 13, 2019 totaling \$490.27, February 21, 2019 totaling \$9,896.04, and February 26, 2019 totaling \$1,865.71. All in favor.

Board member Cohen moved and Board member Merone seconded a motion to approve the Budget Amendments dated February 28, 2019 totaling \$1,571.93. All in favor.

Correspondence

Director Wells read an email from Recording Secretary Paige Bakken thanking the Board for her time with them, but that she must resign from the position. The Board expressed gratitude towards Paige for her service and accepted the resignation.

Director's Report

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

Old Business

Board member Cohen moved and Board member Lawrence seconded a motion to approve the updated Credit Card Policy, Procedures, and Agreement for Use form. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to approve the updated Petty Cash Policy. All in favor.

Director Wells stated that the Procurement Policy is still up on Google Drive for updating. She reminded everyone that this one was going to take some time.

New Business

Board member Cohen moved and Board member Merone seconded a motion to pass the following resolution accepting the 2018 Annual Report: "The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2018 Annual Report was reviewed and accepted by the Board." All in favor.

Board member Lawrence moved and Board member Smith seconded a motion to approve the Records Destruction Authorization dated November 8, 2018 – December 31, 2018. All in favor.

Director Wells stated that the current Budget Policy will be uploaded into Google Drive to be reviewed and edited.

Committee Reports

Board member Smith stated that she has not gotten any further updates on the property discussed at the last meeting.

President Burke-Deutsch stated that she had been in contact with the University of Scranton and University at Rochester as they have programs where doctoral, graduate, and undergraduate students will conduct a study for us for no charge – they'll walk/view the property, study our area, and give us recommendations with how to proceed. The Board enthusiastically agreed that this was something she should look into further.

A suggestion was made to also contact SUNY Sullivan about their 'Green Program'. They might be able to provide suggestions as well.

Board member Smith moved and Board member Merone seconded a motion to enter into executive session at 6:15pm to discuss the employment history of a particular person. All in favor.

Board member Smith moved and Board member Merone seconded a motion to exit executive session at 6:55pm. All in favor.

Board member Cohen moved and Board member Merone seconded a motion to adjourn at 6:56pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
February 28, 2019

- Pledge
- Public Comment
- Approval of Minutes
 - January 25, 2019
 - Special Meeting January 30, 2019
- Financial Report
- Approval of Warrant(s)
 - February 13, 2019
 - February 21, 2019
 - February 26, 2019
- Budget Amendments
 - February 28, 2019
- Correspondence
- Director Report
- Old Business
 - Credit Card Policy/Procedures (Revisions available for approval)
 - Petty Cash Policy (Revisions available for approval)
 - Procurement Policy – Still in Google Drive for updates
- New Business
 - Approval of Annual Report 2018
 - Records Destruction Authorization
 - November 8, 2018 – December 31, 2018
 - Budget Policy – To be added to Google Drive for updating
- Committee Reports
- Adjournment

Board of Trustees Meeting
February 28, 2019
Financial Report

As of the January 31, 2019 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	16,999.65
Money Market		355,870.76
ICS		122,091.25
CD - 1		50,501.11
CD - 2		50,501.11
CD - 3		101,203.88
CD - 4		101,203.88
		<hr/>
	\$	798,371.64

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

1/2/2019	\$	42.00
1/7/2019		3,083.00
1/14/2019		43.00
1/23/2019		201.65
1/28/2019		279.50
1/31/2019		301.27 (Interest)

Fallsburg Library

Transactions by Account

As of February 13, 2019

Accounts Payable	Type	Date	Num	Name	Split	Amount	Balance
						0.00	0.00
	Bill	02/13/2019		Staples Credit Plan		154.52	154.52
	Bill	02/13/2019		Amazon Capital Service	430/433/451 Office Supplies/Postage/Custodial Supplies	262.14	416.66
	Bill	02/13/2019		Delage Landen Financial Services	411/451 Movies/Custodial Supplies	73.61	490.27
					200 Equipment		490.27
Total Accounts Payable						490.27	490.27
TOTAL						490.27	490.27

Fallsburg Library
Transactions by Account
As of February 21, 2019

Accounts Payable			Type	Date	Num	Name	Split	Amount	Balance
	Bill	02/21/2019		AC Moore		479 Programming		84.76	84.76
	Bill	02/21/2019		AFLAC		AFLAC Liab		62.04	146.80
	Bill	02/21/2019		AIR Rent Property Group LLC		453 Rent		7,059.66	7,206.46
	Bill	02/21/2019		Card Member Service		417/433/438/479/499 web host fee/postage/membership dues/ programming/staff recognition		824.06	8,030.52
	Bill	02/21/2019		Crystal Run Health Ins Company		P9060.800 Health Insurance		1,362.18	9,392.70
	Bill	02/21/2019		Fallsburg Gas		450 Utilities-Electric, Propane		11.99	9,404.69
	Bill	02/21/2019		fox Ledge, Inc		451 Custodial Supplies		13.50	9,418.19
	Bill	02/21/2019		Catskill Delaware Publications		434 Publicity / Printing		41.00	9,459.19
	Bill	02/21/2019		NYSEG		450 Utilities-Electric, Propane		164.42	9,623.61
	Bill	02/21/2019		National Geographic		413 Periodicals		67.00	9,690.61
	Bill	02/21/2019		Reminisce Magazine		413 Periodicals		29.98	9,720.59
	Bill	02/21/2019		TCM		413 Periodicals		75.46	9,796.05
	Bill	02/21/2019		Time Warner Cable		456 Internet Service		99.99	9,896.04
Total Accounts Payable								<u>9,896.04</u>	<u>9,896.04</u>
TOTAL								<u>9,896.04</u>	<u>9,896.04</u>

Fallsburg Library
Transactions by Account
As of February 26, 2019

Accounts Payable	Type	Date	Num	Name	Memo	Split	Amount	Balance
	Bill	02/26/2019		Amazon Capital Service		411 Movies	77.84	77.84
	Bill	02/26/2019		Baker & Taylor Inc		410/411 Books/Movies	968.68	1,046.52
	Bill	02/26/2019		Constellation		450 Utilities-Electric, Propane	96.85	1,143.37
	Bill	02/26/2019		Daniel Pierce Library		410 Books	25.00	1,168.37
	Bill	02/26/2019		Electronic Business Products, Inc		430 Office supplies	66.13	1,234.50
	Bill	02/26/2019		Ethelbert B. Crawford Public Library		410 Books	22.95	1,257.45
	Bill	02/26/2019		Modern Marketing		483 LLSA	194.39	1,451.84
	Bill	02/26/2019		Peal River Public Library		410 Books	25.00	1,476.84
	Bill	02/26/2019		The Penworthy Company		410 Books	388.87	1,865.71
Total Accounts Payable							<u>1,865.71</u>	<u>1,865.71</u>
TOTAL							<u><u>1,865.71</u></u>	<u><u>1,865.71</u></u>

FY 2018-2019
 Fallsburg Library
 Budget Amendments
 Board of Trustees Monthly Meeting
 February 28, 2019

Increase

Increase

Exp. Code	Description	Amount	Rev. Code	Description	Amount
P7410.492	PILOT	\$1,571.93	P2770.80	PILOT	\$1,571.93
	Total Increase	\$1,571.93		Total Increase	\$1,571.93

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Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2018 through February 26, 2019

Ordinary Income/Expense	Jul 1, '18 - Feb 26, 19	Budget	\$ Over Budget	% of Budget
Income				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	2,073.87	2,000.00	73.87	103.69%
P2401 Interest and Earnings	2,639.59	500.00	2,139.59	527.92%
P2680 Insurance Recoveries	272.00	0.00	272.00	100.0%
P2705.00 Gifts and Donations	154.40	150.00	4.40	102.93%
P2760.30 LSG Local Lib Serv.Aid	3,128.00	3,128.00	0.00	100.0%
P2770.50 GRANT IN AID	3,000.00	3,000.00	0.00	100.0%
P2770.80 PILOT	1,700.58	128.65	1,571.93	1,321.87%
P2770.99 Copy Mach/Fax fees	1,728.50	1,700.00	28.50	101.68%
Total Income	435,881.18	431,790.89	4,090.29	100.95%
Expense				
200 Equipment	588.88	1,383.37	-794.49	42.57%
410 Books	7,477.32	8,800.00	-1,322.68	84.97%
411 Films,DVD or VHS	2,559.97	4,200.00	-1,640.03	60.95%
412 Recordings /Tapes, discs	707.07	3,000.00	-2,292.93	23.57%
413 Periodicals	854.36	1,400.00	-545.64	61.03%
415 e-content	2,827.23	3,000.00	-172.77	94.24%
416 Service & Web Fees	0.00	1,514.78	-1,514.78	0.0%
417 Web Host	96.00	100.00	-4.00	96.0%
418 licenses	368.00	368.00	0.00	100.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	146.95	200.00	-53.05	73.48%
430 Office/Book/Library supply	1,469.79	3,000.00	-1,530.21	48.99%
431 Telephone	307.09	1,200.00	-892.91	25.59%
432 Telecommunications	1,048.40	1,600.00	-551.60	65.53%
433 Postage	245.62	275.00	-29.38	89.32%
434 Publicity / Printing	266.94	500.00	-233.06	53.39%
435 Travel / Meal	452.54	1,500.00	-1,047.46	30.17%
436 Anser/Automation	11,862.00	15,126.21	-3,264.21	78.42%
437 Professional Fees	1,700.00	3,400.00	-1,700.00	50.0%
438 Membership dues	390.00	550.00	-160.00	70.91%
439 Office Equip Maint	0.00	259.00	-259.00	0.0%
450 Utilities-Electric, Propane	1,621.18	5,000.00	-3,378.82	32.42%
451 Custodial Supplies	344.91	700.00	-355.09	49.27%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	28,778.11	43,900.00	-15,121.89	65.55%
454 Insurance	5,698.28	5,700.00	-1.72	99.97%
456 Internet Service	899.91	1,200.00	-300.09	74.99%
469 Oper. & Mant. Exp-Sec sys	276.00	400.00	-124.00	69.0%
475 Annual Election	0.00	900.00	-900.00	0.0%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	104.55	900.00	-795.45	11.62%
478 Building Fund	0.00	10,000.00	-10,000.00	0.0%
479 Programming	1,306.59	4,100.00	-2,793.41	31.87%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2018 through February 26, 2019

	Jul 1, '18 - Feb 26, 19	Budget	\$ Over Budget	% of Budget
480 T/ Falls Contract	1,750.00	3,500.00	-1,750.00	50.0%
483 Local Lib Service Aid	1,076.06	3,128.00	-2,051.94	34.4%
485 GRANT BONACIC	0.00	3,000.00	-3,000.00	0.0%
492 Pilot	0.00	128.65	-128.65	0.0%
499 Volunteer Recognition/Staff	180.00	250.00	-70.00	72.0%
P 9010.800 NYS Retirement	21,757.00	28,807.00	-7,050.00	75.53%
P9040.800 Workers Compensation	1,877.00	2,450.00	-573.00	76.61%
P9055.800 disability	216.00	0.00	216.00	100.0%
P9060.800 Health Insurance				
Health Flex Plan	704.58	2,500.00	-1,795.42	28.18%
Health Insurance Buyout	1,000.00	2,000.00	-1,000.00	50.0%
P9060.800 Health Insurance - Otl	11,864.48	28,000.00	-16,135.52	42.37%
Total P9060.800 Health Insurance	13,569.06	32,500.00	-18,930.94	41.75%
Payroll Expenses				
Direct Deposit Fees	74.00	400.00	-326.00	18.5%
P7410.141 Library Director	12,465.60	54,000.00	-41,534.40	23.08%
P7410.142 Principal Library	0.00	45,676.80	-45,676.80	0.0%
P7410.143 Library Clerk	6,696.00	29,016.00	-22,320.00	23.08%
P7410.144 Library page 1	6,019.20	26,083.20	-20,064.00	23.08%
P7410.145 Library clerk	847.60	10,467.60	-9,620.00	8.1%
P7410.147 Clerk	3,278.40	14,206.40	-10,928.00	23.08%
P7410.148 Page	1,992.00	2,496.00	-504.00	79.81%
P7410.150 page	6,774.88	28,641.60	-21,866.72	23.65%
P7410.151 Page	0.00	1,500.00	-1,500.00	0.0%
P7410.154 Library Page	405.60	572.00	-166.40	70.91%
P9055.800 DBL	0.00	330.00	-330.00	0.0%
Payroll Expenses - Other	69,887.11	0.00	69,887.11	100.0%
Total Payroll Expenses	108,440.39	213,389.60	-104,949.21	50.82%
Payroll Taxes				
P9030.800 SS / Med				
FICA	6,825.33	0.00	6,825.33	100.0%
Medical	1,596.25	2,977.23	-1,380.98	53.62%
P9030.800 SS / Med - Other	0.00	13,184.05	-13,184.05	0.0%
Total P9030.800 SS / Med	8,421.58	16,161.28	-7,739.70	52.11%
Total Payroll Taxes	8,421.58	16,161.28	-7,739.70	52.11%
THIRD PARTY SICK PAY ACCOUNT	65.03	0.00	65.03	100.0%
Total Expense	230,977.12	431,790.89	-200,813.77	53.49%
Net Ordinary Income	204,904.06	0.00	204,904.06	100.0%
Net Income	204,904.06	0.00	204,904.06	100.0%

Director's Report
February 28, 2019

Governor Cuomo's state budget proposed cuts to Library State Aid and Library Construction Aid once again, (taking away everything the assembly and senate gave us last year). As a result yesterday Jonathan, Amanda, Judy, and I spent the day in Albany for Library Advocacy Day. The platform from NYLA had us asking for those cuts to be restored AND increased to a level that would allow systems state wide to provide the services that they do, without having to charge member libraries a service fee. We had strong numbers as we visited with Assemblywoman Aileen Gunther and had a combined meeting with a representative of Senator Jen Metzger and with Senator James Skoufis (who represents largely Orange County). I'm not sure if you guys have received the email from Grace with the letters that can be emailed to representatives – if not I will forward that to you all so you can email them about library funding. We are very blessed that those who represent our areas are big library supporters, but it's always good to continue to make noise and remind them that we're here.

Advocacy Day is always a busy day filled with stories about how libraries change lives. Sometimes we are our own worst enemy because we don't see what we do day to day as being special, but it really is. Prior to going to Advocacy Day, the 4 of us attended a training led by Grace on how to advocate for ourselves better. She provided us with a form used by ALA for their 'Advocacy Bootcamp' to help create a library story that can be turned into an elevator speech, so to speak. I will be emailing you all the link to that form, and I'd like you to just keep that in mind as you have conversations with people, especially if they're talking about the library – this can help us build library stories for ourselves as well as be helpful should we have any big projects in the future that will need community support/approval.

As an FYI tomorrow, March 1st, a representative from Senator Metzger's office will be at the library 1pm-3:30pm holding 'Mobile Office Hours' in the children's room. They'll be here to listen to and try to answer any questions, comments, or concerns people may have that they want to make the Senator aware of. Please be sure to let people know – Senator Metzger's office has been posting it on Facebook, but letting people know by word of mouth could be helpful also.

A couple of weeks ago RCLS announced that they accepted the retirement of Robert Hubsher as Executive Director of RCLS effective end of April. As of the end of April, Grace Riario will be the Acting Director until the RCLS Board is able to form a 'Search Committee' and hire a permanent Executive Director. It's just something I thought you all should be aware of, if you aren't already.

Another reminder that Wednesday May 1, RCLS will be hosting Ellen Bach again for another Sexual Harassment Training specifically for Directors and Trustees. If you didn't go in November, please consider going to this one, as it's really important for everyone to understand their role with this new law. A buffet dinner will be served at 5:30pm with the workshop being 6pm-8:30pm.

Also, Wednesday May 8, Basic Library Trustee Education will be held in Monticello at 5:30pm. If you haven't gone to one before, I strongly urge you to try and attend.

Respectfully submitted,

Kelly



Fallsburg Library

Credit Card Policy

Credit cards will be established in the name of the Fallsburg Library and the specific name of an individual with a maximum credit limit for each set at \$2,000.

- Credit cards will be issued to:
 - a. Library Director
 - b. Up to one other staff member at the discretion of the Library Director AND with Board approval
- Prior to initial receipt of any credit card, each individual must agree to and sign the *Agreement for Use of Credit Card*.
- Proper documentation for all charges must be submitted, with the monthly statement and a voucher, to the Board Treasurer in a timely fashion, so as not to incur finance charges.
- Only credit cards that have no annual or monthly fees will be used.
- Credit cards will be used primarily for travel expenses to conferences and/or workshops, pre-payment of materials when required by a vendor, and for the purchase of program materials not readily available through a vendor.
 - a. The credit card may not be used for personal expenses.
 - b. The credit card does not replace vouchers.
- 'House' cards may be set up for stores frequented often by the Library, at the discretion of the Director and with Board approval. 'House' cards will be subject to the same policies and procedures as a regular credit card.
 - a. A current list of all credit cards in the Library's name will be kept in the Director's office.



Fallsburg Library

Credit Card Procedures

A credit card account has been established to meet the needs of the Fallsburg Library for travel, incidental purchases, and pre-payment of materials when required by a vendor. Upon receipt of original itemized documentation, credit card expenditures will be paid by check via the established voucher system through the Director's Office.

This card does not replace vouchers.

Expenses may be incurred with the credit card only if **all** of the following conditions are met:

- Expenditures must be within the guidelines of the particular activity of the approved budget. This card is not to be used for any personal expenses.
- Purchases may not exceed the credit limit.
- Proper documentation to support the expenditure must be submitted to the Director's Office for approval prior to the receipt of the monthly statement. Proper documentation is to include:
 - a. Original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase
 - b. In the case of books, subscriptions, or similar types of orders, a copy of the order form document and packing slip or other receiving document must be attached when requesting payment
 - c. Hard copy printout of the items ordered online
- Examples of documentation not allowed include:
 - a. Non-itemized cash register receipts
 - b. Handwritten requests without receipts or other verification



Fallsburg Library

Agreement for Use of Credit Card

The credit card is issued to you on a temporary basis, and remains the sole property of the Fallsburg Library. The right to use the card may be revoked at any time without warning by the issuing bank authority or by the Fallsburg Library.

By accepting the card it is understood that you are personally responsible for any unauthorized or inappropriate use of the credit card.

I have read and fully understand and accept my personal responsibilities and liabilities involving the use of the credit card issued to me. I further understand that any inappropriate use of the card may result in disciplinary action and possible garnishment of my wages.

Card Issued: _____ Number: _____

Position: _____

Card Holder Printed Name: _____

Card Holder Signature: _____

Date: _____

Printed Name of Witness: _____

Signature of Witness: _____

Date: _____



Fallsburg Library

Petty Cash

A petty cash fund shall be established for the Fallsburg Library for the purchase of materials, supplies or services under conditions requiring immediate payment.

The amount of such fund shall not exceed \$100.00. The Fallsburg Library Board shall appoint the Library Director to be the custodian of the Library's petty cash fund, and the Director shall administer and be responsible for the security of the funds and the control of disbursements.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills or other evidence documenting expenditure.
2. Payments may be made from petty cash for materials, supplies or services requiring immediate payment, but is not to be used for frequently purchased items.

The Library shall reimburse uses of petty cash funds up to the extent of expenditures, with appropriate documentary support as submitted to the Board Treasurer and approved by the Fallsburg Library Board of Trustees.



FALLSBURG LIBRARY

RECORDS DESTRUCTION AUTHORIZATION FORM

November 8, 2018 – December 31, 2018

The Fallsburg Library Board of Trustees has approved the destruction of the attached listed documents.

File #/Name	Description	Retention Period
FBR110818-1	Vouchers/ Payroll	6 Years
FBR111318-1&2	Vouchers/Payroll	6 Years
FBR111318-3,4&5	Vouchers/Fed. Withholding	6 Years
FBR111418-1	Quick Books/ Payroll Services	6 Years
FBR120418 -1thru3	Vouchers/ Payroll	6 Years
FBR120518-1	Vouchers/ NYS Retirement	6 Years
FBR120618-1	Vouchers/NYS Withholding	6 Years
FBR120618-2	Vouchers/ Ins. Buyout	6 Years
FBR 120618-3	Banking	6 Years
FBR120618-4	Banking	6 Years
FBR120618-5	Voided Check	6 Years
FBR120618-6 &7	Correspondence	6 Years
FBR121318-1thru 3	Vouchers/Assorted	6 Years
FBR121818-1thru 5	Vouchers/Assorted	6 Years
FBR121818-6	Financials	6 Years
FBR121918-1	Vouchers/Assorted	6 Years
FBR121918-2	NYS& Fed.Tax	6 Years
FBR121918-3	Banking	6 Years
FBR123118-1	Banking	6 Years

The preceding files expected date of destruction: March 4, 2019

Board Approval [Signature]

Date 2/28/19

Destruction Completed: Date _____

Signature: _____

Witness: _____