

Fallsburg Library Trustee Monthly Meeting

January 25, 2019

(*Snow Date from 1/24/19)

Meeting held at Yiasou Café immediately preceding staff recognition dinner.

Attendance:

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

Meeting Commenced at 5:16pm at Yiasou Café.

The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

Board member Smith moved and Board member Cohen seconded a motion to accept the December 20, 2018 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 12/31/2018

Checking	\$ 40,618.50
Money Market	\$351,920.34
ICS	\$121,987.61
CD – 1	\$50,501.11
CD – 2	\$50,501.11
CD – 3	\$101,203.88
CD – 4	\$101,203.88

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

Board member Merone moved and Board member Smith seconded a motion to approve the warrant dated January 18, 2019 totaling \$5,434.10. All in favor.

Board member Smith moved and Board member Merone seconded a motion to approve the warrant dated January 24, 2019 totaling \$5,131.07. All in favor.

Board member Smith moved and Board member Cohen seconded a motion to approve the budget amendments dated January 24, 2019 totaling \$3,128.65. All in favor.

Board member Smith moved and Board member Cohen seconded a motion to approve the budget transfer dated January 24, 2019 totaling \$193.00. All in favor.

Correspondence

N/A

Director's Report

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

Old Business

Discussion ensued regarding various properties and a potential new building project. It was reiterated that we need to individually come up with what we would like in a library and then we need to prioritize each item – i.e. is green space a make or break deal? Board member Cohen stated she felt that the number one priority was finding something in Town. Once we do that, then we could go from there.

Director Wells reminded everyone of what Robert Hubsher has told us numerous times – we need to talk to our community and have a plan in place before moving forward on anything – we need to know what types of things/programs they want. We can build a big, beautiful building in the middle of Town, but if we don't offer what the community wants/needs, they won't come in.

Board member Merone asked what size lot would be a minimum for us. Board consensus was that we need a minimum of $\frac{3}{4}$ of an acre.

New Business

Three policies will be added to Google Drive on Monday – Procurement Policy, Credit Card Policy/Procedures/Petty Cash Policy.

Committee Reports

N/A

Board member Merone moved and Board member Cohen seconded a motion to adjourn at 5:55pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
January 25, 2019
(*Snow Date from 1/24/19)

- Pledge
- Public Comment
- Approval of Minutes
 - December 20, 2018
- Financial Report
- Approval of Warrant(s)
 - January 18, 2019
 - January 24, 2019
- Budget Amendments
 - January 24, 2019
- Budget Transfers
 - January 24, 2019
- Correspondence
- Director Report
- Old Business
 - Building discussion
 - Realtor?
- New Business
 - Procurement Policy – will be placed in Google Drive for review/edits
 - Credit Card Policy/Procedures – will be placed in Google Drive
 - Petty Cash Policy – will be placed in Google Drive
- Committee Reports
- Adjournment

Board of Trustees Meeting
January 24, 2019
Financial Report

As of the December 31, 2018 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 40,618.50
Money Market	351,920.34
ICS	121,987.61
CD - 1	50,501.11
CD - 2	50,501.11
CD - 3	101,203.88
CD - 4	101,203.88
	<hr/>
	\$ 817,936.43

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

12/3/2018	\$ 51.00
12/14/2018	144.93
12/26/2018	83.00
12/31/2018	310.97 (Interest)

Fallsburg Library

Transactions by Account

As of January 18, 2019

Type	Date	Num	Name	emfa:Clr	Split	Amount	Balance
Bill	01/14/2019	AFLAC	AFLAC Liab			62.04	0.00
Bill	01/14/2019	AIR Rent Property Group LLC	453 Rent			1,325.95	62.04
Bill	01/14/2019	Amazon Capital Service	411 Movies			199.24	1,387.99
Bill	01/14/2019	Baker & Taylor Inc	410/411 Books/Movies			373.98	1,587.23
Bill	01/14/2019	Paige Bakken	437 Professional Fees			75.00	1,961.21
Bill	01/14/2019	Card Member Service	430 Office Supplies			11.59	2,036.21
Bill	01/14/2019	Crystal Run Health Ins Company	P9060.800 Health Insurance			1,362.18	2,047.80
Bill	01/14/2019	Constellation	450 Utilities-Electric, Propane			85.53	3,409.98
Bill	01/14/2019	Demco	479 Programming			295.76	3,495.51
Bill	01/14/2019	Fallsburg Gas	450 Utilities-Electric, Propane			11.99	3,791.27
Bill	01/14/2019	fox Ledge, Inc	451 Custodial Supplies			13.50	3,803.26
Bill	01/14/2019	Modern Marketing	483 LLSA			280.39	3,816.76
Bill	01/14/2019	NYSEG	450 Utilities-Electric, Propane			99.06	4,097.15
Bill	01/14/2019	Over Drive, Inc	415 e-content			365.48	4,196.21
Bill	01/14/2019	The Penworthy Company	410 Books			186.44	4,561.69
Bill	01/14/2019	Consumer Reports /Subscription Department	413 Periodicals			30.00	4,748.13
Bill	01/14/2019	Eat This, Not That!	413 Periodicals			29.98	4,778.13
Bill	01/14/2019	Popular Mechanics	413 Periodicals			34.00	4,808.11
Bill	01/14/2019	PN Fire & Burglar Alarm Co. Inc	469 Oper. & Mant. Exp-Sec sys			276.00	4,842.11
Bill	01/14/2019	Standard Security Life Ins. Co. of NY	P9055.800 disability			216.00	5,118.11
Bill	01/14/2019	Time Warner Cable	456 Internet Service			99.99	5,334.11
						<u>5,434.10</u>	<u>5,434.10</u>
						<u>5,434.10</u>	<u>5,434.10</u>

Total Accounts Payable
TOTAL

11:35 AM
01/24/19
Accrual Basis

Fallsburg Library Transactions by Account

As of January 24, 2019

Type	Date	Name	Split	Amount	Balance
Bill	01/23/2019	Baker & Taylor Inc	410/411 Books/Movies	258.01	258.01
Bill	01/23/2019	Quill Corporation	430/451 Office/Custodial supplies	166.44	424.45
Bill	01/23/2019	Ramapo Catskill Library System	415/432/436/477 e-content, telecommunications, ANSER, Registration fees	4,706.62	5,131.07
				<u>5,131.07</u>	<u>5,131.07</u>
				<u>5,131.07</u>	<u>5,131.07</u>

Accounts Payable

Total Accounts Payable

TOTAL

FY 2018-2019
 Fallsburg Library
 Budget Amendments
 Board of Trustees Monthly Meeting
 January 24, 2019

Increase

Increase

Exp. Code	Description	Amount	Rev. Code	Description	Amount
P7410.485	Grant - Bonacic	\$3,000.00	P2770.50	Grant in Aid	\$3,000.00
P7410.492	PILOT	\$128.65	P2770.80	PILOT	\$128.65
	Total Increase	\$3,128.65		Total Increase	\$3,128.65

FY 2018-2019
Fallsburg Library
Budget Transfers
Board of Trustees Monthly Meeting
January 24, 2019

Increase

Decrease

Exp. Code	Description	Amount	Exp. Code	Description	Amount
P7410.418	Licenses	\$193.00	P9010.800	NYS Retirement	\$193.00
	Total Increase	\$193.00		Total Decrease	\$193.00

Director's Report
January 25, 2019

We have heat again! Two of our heating units were replaced this past Tuesday so we're now nice and toasty in the Library. Smalls Plumbing, Heating, & AC were hired by our landlords to do the work. They worked very hard to get everything replaced as quickly as they could, so if you see any of them (landlords or guys from Smalls) in passing, be sure to thank them! Since we didn't have heat in the offices for a few weeks, Virginia was not able to type up a Records Destruction Authorization in time for this month's meeting – the back office was way too cold to do any work in, so look for that next month.

Over the past week or so I have been working on our State Annual Report. I submitted the report to RCLS yesterday, but you guys will not pass the resolution accepting it until the February meeting. There's a new software program this year, and it's not playing nice with converting the report to a pdf that I can email to you all for review, or even print out nicely. Once I get that squared away I'll email you what's been submitted so you can peruse it at your leisure prior to our February meeting.

Under 'New Business' I listed 3 policies which I will put into Google Drive on Monday and send to you all to review/edit/see edits as they happen. The 'Procurement Policy' might take longer than the others (so don't expect to approve this one next month), because I want to be absolutely certain that we 1) adhere to the laws that we have to and 2) don't back ourselves into a corner by being overly strict on the guidelines. This is going to be extremely important to have properly squared away before we start on any kind of project – whether at our current location or a new building. The petty cash and credit card policies should be pretty simple, there are just a few things that need to be tweaked.

NYLA Advocacy Day is scheduled for Wednesday February 27th. This year, at this point, there will be a bus pick up spot in Wurtsboro. Previous years the closest pick up point for us was New Paltz or Kingston. If they do not get enough to mostly fill the bus that's supposed to go to Wurtsboro, then the bus will be cancelled. Please let me know if you have any interest in going and I'll register you for the bus and send RCLS the \$5 for your registration. Grace from RCLS will be offering training on Effective Advocacy on February 14th at Monticello 10am-

12pm (this is the training that was supposed to be January 23 but was cancelled due to too little enrollment). Please let me know if you would like to go.

May 1st Ellen Bach will be back at RCLS to do a workshop on the new Sexual Harassment Law and Training for Trustees and Directors at RCLS. If you were not able to attend the one in November, I would strongly urge you to attend this one. She provides a ton of great information and really is a great presenter. In connection with the new law, Grace from RCLS has been exploring various software/online training possibilities that we'll be able to utilize in the future to meet the yearly training requirement. It just isn't feasible to have in person trainings every year, so she's trying to explore other affordable options for us.

Respectfully submitted,
Kelly