

Fallsburg Library Trustee Monthly Meeting
March 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	Present
Judith Merone, Trustee	Present
David Lawrence, Trustee	Absent – Excused
Kelly Wells, Director	Present

Meeting Commenced at 5:49pm.

The Pledge of Allegiance was recited.

Public Comment

Jonathan Postell Sr. stated he had been told to come to the Board should he feel the need to. He presented the Board with a letter. The Board thanked him for his letter.

Board member Cohen moved and Board member Merone seconded a motion to enter into executive session at 5:51pm to discuss personnel matters pertaining to a particular staff member. All in favor.

Board member Smith moved and Board member Merone seconded a motion to exit executive session at 6:13pm. All in favor.

Board member Cohen moved and Board member Smith seconded a motion to increase Jonathan Postell Sr.'s rate of pay to \$13.95/hour as of the payroll dated April 3, 2019 to coincide with the philosophical and cultural changes taking place at the library – including eliminating the differentiation of hourly pay rate between part time and full time employees of the same civil service title. All in favor.

Approval of Minutes

Board member Smith moved and Board member Ward seconded a motion to accept the February 28, 2019 Regular Meeting minutes. All in favor.

Board member Smith moved and Board member Merone seconded a motion to accept the March 13, 2019 Special Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 2/28/2019

Checking	\$ 34,152.44
Money Market	\$318,407.77
ICS	\$122,184.94
CD – 1	\$50,501.11
CD – 2	\$50,501.11
CD – 3	\$101,203.88
CD – 4	\$101,203.88

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

President Burke-Deutsch asked if the Board felt comfortable with her sharing the Library's financial report with the schools she's been in contact with about doing the study for us. Consensus was that it would be okay to share the financial report – it's a matter of public record anyway.

Board member Smith moved and Board member Cohen seconded a motion to approve the warrants dated March 20, 2019 totaling \$6,211.21 and March 26, 2019 totaling \$4,084.11. All in favor.

Correspondence

Director Wells stated that Paige Bakken had sent along her deep appreciation for the fruit basket sent to her last month.

Director Wells also informed the Board that a Library patron had recently given the staff chocolates and a little note thanking them for making the Library a welcoming and cozy place.

Director's Report

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

Discussion ensued regarding the upcoming Census count and the difficulties that Sullivan County will likely face in trying to get a complete count for 2020.

Old Business

Director Wells stated that the updates to the Procurement Policy and Budget Policy had been put on the back burner this month, they will be up in Google Drive for edits/updates for the April meeting.

New Business

Board member Smith moved and Board member Ward seconded a motion to accept the 'Pay Grades and Salary Ranges FY 2020-2021' proposal, as presented, to take effect July 1, 2020. All in favor.

Committee Reports

Discussion ensued regarding expansion vs. building new. We need to figure out what we can/cannot do in our current space.

Budget committee needs one more member to join Ronnie to go over the budget before it's presented to the full Board at the April meeting.

Board member Cohen moved and Board member Smith seconded a motion to adjourn at 6:42pm. All in favor.

Fallsburg Library Trustee Monthly Meeting

Agenda

March 28, 2019

- Pledge
- Public Comment
- Approval of Minutes
 - February 28, 2019
 - Special Meeting March 13, 2019
- Financial Report
- Approval of Warrant(s)
 - March 20, 2019
 - March 26, 2019
- Correspondence
- Director Report
- Old Business
 - Procurement Policy – Still in Google Drive for updates
 - Budget Policy – will add to Google Drive to work on for April
- New Business
 - Pay Grades and Salary Ranges FY 2020-2021
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
March 28, 2019
Financial Report

As of the February 28, 2019 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 34,152.44
Money Market	318,407.77
ICS	122,184.94
CD - 1	50,501.11
CD - 2	50,501.11
CD - 3	101,203.88
CD - 4	101,203.88
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	\$ 778,155.13

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

2/4/2019	\$ 366.00
2/13/2019	167.60
2/19/2019	1,642.93
2/25/2019	114.00
2/28/2019	246.48 (Interest)

Fallsburg Library
Transactions by Account
As of March 20, 2019

Accounts Payable	Type	Date	Num	Name	MerClassCtr	Split	Amount	Balance
	Bill	03/19/2019		AC Moore		479 Programming	176.14	176.14
	Bill	03/19/2019		AFLAC		AFLAC Liab	62.04	238.18
	Bill	03/19/2019		AIR Rent Property Group LLC		453 Rent	2,651.90	2,890.08
	Bill	03/19/2019		Bethel Woods Center for The Arts		438 Membership Dues	225.00	3,115.08
	Bill	03/19/2019		Card Member Service		479 Programming	22.17	3,137.25
	Bill	03/19/2019		Coast to Coast Solutions		483 Local Lib Service Aid	269.13	3,406.38
	Bill	03/19/2019		Constellation		450 Utilities-Electric, Propane	179.51	3,585.89
	Bill	03/19/2019		Crystal Run Health Ins Company		P9060.800 Health Insurance	1,362.18	4,948.07
	Bill	03/19/2019		Delage Landen Financial Services		200 Equipment	73.61	5,021.68
	Bill	03/19/2019		Fallsburg Gas		450 Utilities-Electric, Propane	11.99	5,033.67
	Bill	03/19/2019		fox Ledge, Inc		451 Custodial Supplies	13.50	5,047.17
	Bill	03/19/2019		Monticello Greenhouse		429 Misc.	103.00	5,150.17
	Bill	03/19/2019		NYSEG		450 Utilities-Electric, Propane	129.68	5,279.85
	Bill	03/19/2019		Over Drive, Inc		415 e-content	316.57	5,596.42
	Bill	03/19/2019		Times Herald Record		413 Periodicals	514.80	6,111.22
	Bill	03/19/2019		Time Warner Cable		456 Internet Service	99.99	6,211.21
	Bill	03/19/2019					6,211.21	6,211.21
							<u>6,211.21</u>	<u>6,211.21</u>

Total Accounts Payable
TOTAL

Fallsburg Library

Transactions by Account

As of March 26, 2019

Accounts Payable	Type	Date	Nun	Name	Address	Split	Amount	Balance
	Bill	03/26/2019		Amazon Capital Service	410/411 Books/Movies		280.78	280.78
	Bill	03/26/2019		Baker & Taylor Inc	410/411 Books/Movies		416.79	697.57
	Bill	03/26/2019		Amanda Letohic	435 Travel/Meal		266.05	963.62
	Bill	03/26/2019		Mid America Books	410 Books		137.70	1,101.32
	Bill	03/26/2019		Modern Marketing	483 LLSA		191.35	1,292.67
	Bill	03/26/2019		The Penworthy Company	410 Books		259.97	1,552.64
	Bill	03/26/2019		Ramapo Catskill Library System	430 Office Supplies		76.71	1,629.35
	Bill	03/26/2019		Town of Fallsburg	430/431/452/480 Office supplies/telephone/cleaning contract		2,077.92	3,707.27
	Bill	03/26/2019		Kelly Wells (mileage)	435 Travel/Meal		296.45	4,003.72
	Bill	03/26/2019		Kelly Wells (petty cash)	435/479 Travel/Meal/Programming		80.39	4,084.11
Total Accounts Payable							<u>4,084.11</u>	<u>4,084.11</u>
TOTAL							<u><u>4,084.11</u></u>	<u><u>4,084.11</u></u>

Fallsburg Library
Profit & Loss Budget vs. Actual
July 1, 2018 through March 26, 2019

	Jul 1, '18 - Mar 26, 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	2,128.92	2,000.00	128.92	106.45%
P2401 Interest and Earnings	2,979.76	500.00	2,479.76	595.95%
P2680 Insurance Recoveries	272.00	0.00	272.00	100.0%
P2705.00 Gifts and Donations	156.45	150.00	6.45	104.3%
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	1,700.58	0.00	100.0%
P2770.99 Copy Mach/Fax fees	1,887.90	1,700.00	187.90	111.05%
Total Income	436,437.85	433,362.82	3,075.03	100.71%
Expense				
200 Equipment	662.49	1,383.37	-720.88	47.89%
410 BookS	8,316.51	8,800.00	-483.49	94.51%
411 Films,DVD or VHS	2,816.02	4,200.00	-1,383.98	67.05%
412 Recordings /Tapes, discs	707.07	3,000.00	-2,292.93	23.57%
413 Periodicals	1,369.16	1,400.00	-30.84	97.8%
415 e-content	3,143.80	3,000.00	143.80	104.79%
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.	249.95	200.00	49.95	124.98%
430 Office/Book/Library supply	2,216.50	3,000.00	-783.50	73.88%
431 Telephone	390.01	1,200.00	-809.99	32.5%
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	1,025.04	1,500.00	-474.96	68.34%
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	615.00	550.00	65.00	111.82%
439 Office Equip Maint	0.00	259.00	-259.00	0.0%
450 Utilities-Electric, Propane	1,942.36	5,000.00	-3,057.64	38.85%
451 Custodial Supplies	358.41	700.00	-341.59	51.2%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	31,430.01	43,900.00	-12,469.99	71.6%
454 Insurance	5,698.28	5,700.00	-1.72	99.97%
456 Internet Service	999.90	1,200.00	-200.10	83.33%
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	1,575.29	4,100.00	-2,524.71	38.42%

Fallsburg Library
Profit & Loss Budget vs. Actual
July 1, 2018 through March 26, 2019

	<u>Jul 1, '18 - Mar 26, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
480 T/ Falls Contract	2,625.00	3,500.00	-875.00	75.0%
483 Local Lib Service Aid	1,536.54	3,128.00	-1,591.46	49.12%
485 GRANT BONACIC	0.00	3,000.00	-3,000.00	0.0%
492 Pilot	0.00	1,700.58	-1,700.58	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 - Other	13,226.66	28,000.00	-14,773.34	47.24%
Total P9060.800 Health Insurance	14,931.24	32,500.00	-17,568.76	45.94%
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	82,560.21	0.00	82,560.21	100.0%
Total Payroll Expenses	121,113.49	213,389.60	-92,276.11	56.76%
Payroll Taxes				
P9030.800 SS / Med				
FICA	7,609.61	0.00	7,609.61	100.0%
Medical	1,779.67	2,977.23	-1,197.56	59.78%
P9030.800 SS / Med - Other	0.00	13,184.05	-13,184.05	0.0%
Total P9030.800 SS / Med	9,389.28	16,161.28	-6,772.00	58.1%
Total Payroll Taxes	9,389.28	16,161.28	-6,772.00	58.1%
THIRD PARTY SICK PAY ACCOUNT	65.03	0.00	65.03	100.0%
Total Expense	254,851.20	433,362.82	-178,511.62	58.81%
Net Ordinary Income	181,586.65	0.00	181,586.65	100.0%
Net Income	181,586.65	0.00	181,586.65	100.0%

Director's Report
March 28, 2019

The 2 chambers (assembly and senate) of the state legislator came out with their versions of the state budget, each either restores the cuts to Library Aid and Construction that the Governor's budget cut, or restores the cuts AND increases the proposed funding. So our efforts paid off with them – but we're far from being in the clear. Now all 3 budgets are being negotiated and we should know the final outcome by Monday.

Last Wednesday I attended the NYS Census Committee's Public Hearing which was held at SUNY Sullivan. In 2010, Sullivan County had the 2nd lowest response rate in NYS to the census, which affects the funding our county receives from the state and federal government. The hearing was a way to pass along suggestions for how a more complete count can be achieved in 2020. It's estimated that 2, possibly 3 NY seats in the House of Representatives can be affected based on the outcome of the census – so it's SUPER important everyone participates. There will be 3 ways to complete the census in 2020 – online, over the phone, and on paper. The hope is that most people will respond to the census online – which means that libraries will likely play a huge role in the outcome of the census. People who have questions or do not have Internet access at home will likely come through our doors looking for help. Grace Riario and Joanna Goldfarb from RCLS spoke at the public hearing in regards to this matter – asking for funding to be provided to libraries to help us help the state with the census. Next week Rena, and likely myself, will be attending a training at Mamakating Library specifically about the census and libraries.

In case you haven't seen it advertised yet, SUPLA is seeking a poet laureate for Sullivan County. It'll be someone who can speak to and create poetry on 'the spirit of Sullivan County.' Application guidelines and information can be found on our website, as well as Mamakating Library's website (I'm not sure what other Sullivan County libraries have put the information on their website). Applications are being accepted until 11:59pm April 30, 2019 if any of you know someone who might be interested. There's a modest honorarium being offered, largely funded through a grant from Delaware Valley Arts Alliance. Other funds have been collected from various art alliances throughout the County and some Friends' groups.

Speaking of Friends groups, our Friends of Fallsburg Library will be selling discount cards again as a fundraiser. I have printouts of what will be on each of the cards they'll be offering – there's from Monticello, Liberty, Ellenville, Port Jervis, and 2 different Middletown cards that will be available. If you're interested you can let me know which one (s) you want and I'll pass the information along to Terry so she has an idea of how many of each to order.

As a reminder/FYI there are 3 seats up for election this June – Sonny and Ronnie's seats are each up for another 5 year term and Judy's seat is up for a 1 year term which is the remaining balance of the term for the seat that had been vacated last June. Petitions will be available at the front desk starting next Friday April 5th. As a reminder, petitions are for a specific seat, which you will need to specify when you pick them up, should you be interested in running again.

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.

Be sure to mark your calendars for Friday September 13th as the RCLS Legislative Breakfast will be held at The Sullivan again this year. It appears that a decision was made at RCLS to hold it 2 years in a row in each respective county, so this will be the 2nd year it is hosted in Sullivan. Next year will likely be either Orange or Rockland.

Respectfully submitted,

Kelly

MARCH 2



FALLSBURG LIBRARY

Pay Grades and Salary Ranges FY 2020-2021

<u>Pay Grade</u>	<u>Min</u>	<u>Max</u>
Grade 0 – Seasonal Page	\$11.80*	\$12.50
Grade 1 – Page - Permanent	\$13.50	\$16.00
Grade 2 – Library Clerk	\$14.50	\$18.00
Grade 3 – Senior Library Clerk	\$15.50	\$19.00
Grade 4 – Principal Library Clerk	\$16.50	\$20.00
Grade 5 – Library Assistant	\$18.50	\$23.00
Grade 6 – Librarian I/Assistant Director	\$20.50	\$25.00
Grade 7 – Library Director	Pay determined by the Board	

*Will increase to \$12.50 effective 12/31/20.

Please note: The maximum is the absolute max that the Library will pay in the corresponding pay grade title when experience, education, and workshop bonus are all taken into account.

Experience Bonus

Employees will receive ½% of the applicable minimum rate for each year of library work experience within the pay grade title that they are classified in (not compounded). The number of years experience is calculated as of July 1st, then rounded down to the next whole year. (i.e. someone hired December 1, 2016 will have 3.5 years of experience as of July 1, 2020 rounded down to 3 years = 1.5%). The maximum experience bonus is 8%, or 16 years.

Please note: Employees who ‘move up’ in pay grade title (through successful completion of the corresponding civil service tests AND the Library’s need for such positions) may negotiate an experience bonus in their new title, not to exceed more than half of their experience in a lower title. Negotiating will be based on evaluations during the probationary period of the new title (i.e. if a library clerk with 10 years experience becomes a senior library clerk – through being reachable on the corresponding civil service test AND the Library’s need for the position – they will not receive more than 5 years experience bonus on new pay grade minimum).

The following adjustments will also be made, AFTER the percentage bonus is added to the minimum rate:

Additional \$0.25/hour will be credited for every 5 years of service at the Fallsburg Library.



FALLSBURG LIBRARY

Workshop Bonus

To encourage permanent employees to participate in workshops/webinars to enhance their library skills the following pay adjustment is offered, AFTER the percentage bonus is added to the minimum rate:

Director Approved Workshops/Webinars

Per Hour

\$0.10 for every 4 hours completed
(maximum of additional \$0.50/hr)

Please note, only workshop/webinars beyond the trainings required by the Library will be counted towards a bonus. (i.e. yearly sexual harassment training does NOT count towards hours for bonus). Hours, with documentation, must be completed in the calendar year prior to the July 1st fiscal year start. (i.e. for pay increase to take effect July 1, 2020, documentation of completion in calendar year 2019 is required). Documentation of the trainings should be submitted to the Library Director by the end of February each year.

Education Bonus

To encourage permanent employees to further their formal education, the following pay adjustments are offered, AFTER the percentage bonus is added to the minimum rate:

Associate's Degree from accredited school	\$0.50/hour
NYLA Library Skills Academy	\$0.75/hour
Bachelor's Degree from accredited school	\$1.00/hour
Master's Degree from accredited school	\$1.50/hour
ALA accredited MLS/MLIS/NYS Public Librarian Certification	\$2.50/hour

Please note the education bonus is NOT cumulative or compounded, the highest eligible rate will be applied (i.e. library clerk with an Associate's and Bachelor's will only receive extra \$1.00/hour – NOT \$1.50/hour or library clerk with 2 Bachelor's degrees will only receive extra \$1.00/hour – NOT \$2.00/hour).

Education bonus will only be given to those with education beyond the requirement of the pay grade title held (i.e. Library Assistant requires either Associate's Degree and 2 years library experience OR Bachelor's Degree...the extra \$0.50 or \$1/hour would NOT apply as it's a requirement of the title.)

Example:

A permanent library clerk with 11 years of experience as a library clerk and 8 hours of completion of approved workshops/webinars would receive:

$$[\$14.50 \text{ (base rate)} + (\$14.50 \times 5.5\%) = \$15.30 \text{ plus } \$0.50 = \$15.80 \text{ plus } \$0.20 = \mathbf{\$16.00/\text{hour}}$$

(11 years % increase) (\$0.25 every 5 years bonus) (workshop bonus)