

Fallsburg Library Trustee Monthly Meeting
August 29, 2019

Attendance:

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

Meeting Commenced at 5:27pm.

The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

Board member Smith moved and Board member Merone seconded a motion to accept the July 18, 2019 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 7/31/2019

Checking	\$ 11,337.14
Money Market	\$206,738.66
ICS	\$122,698.15
CD – 1	\$100,000.00 (NEBC)
CD – 2	\$101,203.88
CD – 3	\$101,203.88

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

Board member Smith moved and Board member Cohen seconded a motion to approve the warrants dated August 20, 2019 totaling \$13,107.86 and August 27, 2019 totaling \$2,040.63. All in favor.

Board member Lawrence moved and Board member Cohen seconded a motion to approve the Budget Amendments dated August 29, 2019 totaling \$2,887.00. All in favor.

Correspondence

N/A

Director's Report

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

Old Business

Director Wells stated that permanent and temporary resident policies, circulation policy, and budget policy are all still being updated.

New Business

Discussion ensued regarding how to fill the Board vacancy. Board President Burke-Deutsch said she would look into being able to post something in the schools to advertise for the vacant seat.

Discussion regarding the purchasing of a time clock and additional software to help track employee time better. Board President Burke-Deutsch should be receiving an email with more information from a time clock software rep she had contacted. Price she got was \$1,500 for the time clock and \$50/month for the software – can be tailored to do whatever we want the software to do. Discussion about putting cameras in place of a time clock. Discussion about having both a time clock and cameras in place. Board President Burke-Deutsch will email the Board and the Director with information she receives from her contact. Discussion and decision can hopefully be made at next meeting.

Director Wells requested vacation October 18 – October 29, 2019. October meeting would have to be moved (October 24). Board consensus to move October meeting to Thursday October 17 at 5:15pm as result of Director's vacation.

The RCLS 2020 budget was distributed and reviewed. Board member Cohen moved and Board member Smith seconded a motion to accept the RCLS 2020 budget as presented. All in favor.

Committee Reports

Board President Burke-Deutsch assigned new committee members/chairs as follows:

Personnel – David Lawrence (chair) and Judith Merone

Budget – Ronnie Cohen (chair)

Building/Grounds – Sonny Smith (chair) and Sonia Ward

Board President Burke-Deutsch stated that she spoke with Stephen Hoefer from RCLS in regards to getting architect recommendations for a possible expansion. Stephen requested that we keep him in the loop as we move forward – he’s very willing to come up for an initial meeting. Also suggests we keep John Hurley (ANSER) in the loop as we move forward.

Discussion ensued regarding our current lease agreement and negotiating a new one before moving forward with the expansion. We need to come up with something that will be fair and realistic for all sides. Board member Cohen stated she knows someone in Kingston that rents warehouse space – 4,000 square feet – with everything included for \$2,000/month.

Board member Cohen moved and Board member Lawrence seconded a motion to enter into executive session at 6:21pm to discuss potential litigation. All in favor.

Board member Cohen moved and Board member Merone seconded a motion to exit executive session at 7:06pm. All in favor.

Board member Merone moved and Board member Lawrence seconded a motion to adjourn at 7:07pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
August 29, 2019

- Pledge
- Public Comment
- Approval of Minutes
 - July 18, 2019
- Financial Report
- Approval of Warrant(s)
 - August 20, 2019
 - August 27, 2019
- Budget Amendments
 - August 29, 2019
- Correspondence
- Director Report
- Old Business
 - Permanent Resident/Temporary Resident Policies (still being updated)
 - Circulation Policy (still being updated)
 - Budget Policy (still being updated)
- New Business
 - Filling Board Vacancy
 - Time Clock Discussion
 - Director's Vacation
 - October Meeting Change
 - RCLS 2020 Budget
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
August 22, 2019
Financial Report

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

Summary of Account:

Checking	\$ 11,337.14
Money Market	206,738.66
ICS	122,698.15
CD – 1	100,000.00 (NECB)
CD – 2	101,203.88
CD – 3	101,203.88
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	\$ 643,181.71

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

7/8/2019	\$ 806.00
7/15/2019	909.00
7/22/2019	217.00
7/31/2019	3,146.00
7/31/2019	172.30 (interest)

Fallsburg Library

Transactions by Account

As of August 20, 2019

Accounts Payable

Type	Date	Num	Name	Split	Amount	Balance
Bill	08/20/2019		NYS 529 Direct Plan	NYS 529 SAVINIG PLAN	60.00	60.00
Bill Pmt -Check	08/20/2019	2566	NYS 529 Direct Plan	CATSKILL CHECKING	-60.00	0.00
Bill	08/20/2019		AIR Rent Property Group LLC	453 Rent	2,704.42	2,704.42
Bill	08/20/2019		AC Moore	479/484 Programming/Gunther Grant	97.32	2,801.74
Bill	08/20/2019		AFLAC	AFLAC Liab	62.04	2,863.78
Bill	08/20/2019		Baker & Taylor Inc	410 Books	492.69	3,356.47
Bill	08/20/2019		Card Member Service	451/484 Custodial/Gunther Grant	81.65	3,438.12
Bill	08/20/2019		Crystal Run Health Ins Company	P9060.800 Health Insurance	1,362.18	4,800.30
Bill	08/20/2019		Delage Landen Financial Services	200 Equipment	88.35	4,888.65
Bill	08/20/2019		Demco	430 Library Supplies	505.05	5,393.70
Bill	08/20/2019		Etheelbert B. Crawford Public Library	410 Books	9.99	5,403.69
Bill	08/20/2019		Fallsburg Gas	450 Utilities-Electric, Propane	23.98	5,427.67
Bill	08/20/2019		fox Ledge, Inc	451 Custodial Supplies	19.25	5,446.92
Bill	08/20/2019		Micro Marketing LLC	412 Audiobooks	27.96	5,474.88
Bill	08/20/2019		Mid America Books	410 Books	132.65	5,607.53
Bill	08/20/2019		Mid West Tape	411/412 Movies/Audiobooks	272.13	5,879.66
Bill	08/20/2019		NYSEG	450 Utilities-Electric, Propane	182.32	6,061.98
Bill	08/20/2019		The Penworthy Company	410 Books	704.41	6,766.39
Bill	08/20/2019		Consumer Reports /Subscription Department	413 Periodicals	49.00	6,815.39
Bill	08/20/2019		Reader's Digest	413 Periodicals	29.96	6,845.35
Bill	08/20/2019		Ramapo Catskill Library System	428 Envisionware	327.31	7,172.66
Bill	08/20/2019		Sullivan County Democrat	434 Publicity	42.00	7,214.66
Bill	08/20/2019		Town of Fallsburg	431 Telephone	80.92	7,295.58
Bill	08/20/2019		Utica National Ins. Group	454 Insurance	5,812.28	13,107.86
Total Accounts Payable					13,107.86	13,107.86
TOTAL					13,107.86	13,107.86

Fallsburg Library

Transactions by Account

As of August 27, 2019

Accounts Payable

Type	Date	Num	Name	Memo	Class	Split	Amount	Balance
Bill	08/27/2019		Amazon Capital Service		411 Movies		493.03	493.03
Bill	08/27/2019		Mid West Tape		411/412 Movies/Audiobooks		225.85	718.88
Bill	08/27/2019		Electronic Business Products, Inc		430 Office Supplies		137.11	855.99
Bill	08/27/2019		Junior Library Guild		410 BookKs		822.20	1,678.19
Bill	08/27/2019		Over Drive, Inc		415 e-content		232.47	1,910.66
Bill	08/27/2019		Allrecipes Magazine		413 Periodicals		14.98	1,925.64
Bill	08/27/2019		Time Warner Cable		456 Internet Service		114.99	2,040.63
							<u>2,040.63</u>	<u>2,040.63</u>
							<u>2,040.63</u>	<u>2,040.63</u>

Total Accounts Payable

TOTAL

Fallsburg Library Profit & Loss Budget vs. Actual July 1 through August 27, 2019

	Jul 1 - Aug 27, 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
P1001 Property Taxes	0.00	421,184.24	-421,184.24	0.0%
P2082 Book Fines	826.65	1,500.00	-673.35	55.11%
P2401 Interest and Earnings	2,462.64	1,000.00	1,462.64	246.26%
P2701 Refund Prior Year Expense	500.00	0.00	500.00	100.0%
P2705.00 Gifts and Donations	65.45	50.00	15.45	130.9%
P2760.10 LSG Children's Program	625.00	0.00	625.00	100.0%
P2760.30 LSG Local Lib Serv.Aid	2,817.00	0.00	2,817.00	100.0%
P2770.60 Humanities Grant	0.00	555.00	-555.00	0.0%
P2770.99 Copy Mach/Fax fees	967.40	1,700.00	-732.60	56.91%
Total Income	8,264.14	425,989.24	-417,725.10	1.94%
Expense				
200 Equipment	265.05	1,400.00	-1,134.95	18.93%
410 Books	3,061.14	9,500.00	-6,438.86	32.22%
411 Films,DVD or VHS	979.07	4,200.00	-3,220.93	23.31%
412 Recordings /Tapes, discs	527.37	2,500.00	-1,972.63	21.1%
413 Periodicals	123.88	1,400.00	-1,276.12	8.85%
415 e-content	1,197.21	6,000.00	-4,802.79	19.95%
416 Service & Web Fees	0.00	1,610.00	-1,610.00	0.0%
417 Web Host	0.00	120.00	-120.00	0.0%
418 licenses	0.00	375.00	-375.00	0.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	0.00	300.00	-300.00	0.0%
430 Office/Book/Library supply	642.16	3,000.00	-2,357.84	21.41%
431 Telephone	80.92	1,200.00	-1,119.08	6.74%
432 Telecommunications	334.30	1,600.00	-1,265.70	20.89%
433 Postage	0.00	400.00	-400.00	0.0%
434 Publicity / Printing	42.00	500.00	-458.00	8.4%
435 Travel / Meal	0.00	2,000.00	-2,000.00	0.0%
436 Anser/Automation	4,036.40	16,089.23	-12,052.83	25.09%
437 Professional Fees	0.00	4,150.00	-4,150.00	0.0%
438 Membership dues	0.00	800.00	-800.00	0.0%
450 Utilities-Electric, Propane	206.30	6,000.00	-5,793.70	3.44%
451 Custodial Supplies	49.61	700.00	-650.39	7.09%
452 Cleaning Contract	0.00	1,800.00	-1,800.00	0.0%
453 Rent	8,008.22	46,000.00	-37,991.78	17.41%
454 Insurance	5,812.28	5,900.00	-87.72	98.51%
456 Internet Service	344.97	1,400.00	-1,055.03	24.64%
469 Oper. & Mant. Exp-Sec sys	0.00	600.00	-600.00	0.0%
475 Annual Election	0.00	1,000.00	-1,000.00	0.0%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	0.00	900.00	-900.00	0.0%
478 Building Fund	0.00	33,250.00	-33,250.00	0.0%
479 Programming	8.44	4,000.00	-3,991.56	0.21%
480 T/ Falls Contract	0.00	3,500.00	-3,500.00	0.0%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1 through August 27, 2019

	Jul 1 - Aug 27, 19	Budget	\$ Over Budget	% of Budget
483 Local Lib Service Aid	247.50	0.00	247.50	100.0%
484 Library System Grant	216.31	555.00	-338.69	38.98%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	0.00	29,000.00	-29,000.00	0.0%
P9040.800 Workers Compensation	0.00	2,800.00	-2,800.00	0.0%
P9055.800 disability	0.00	330.00	-330.00	0.0%
P9060.800 Health Insurance				
Health Flex Plan	0.00	2,000.00	-2,000.00	0.0%
Health Insurance Buyout	0.00	2,000.00	-2,000.00	0.0%
P9060.800 Health Insurance - Other	4,086.54	28,000.00	-23,913.46	14.6%
Total P9060.800 Health Insurance	4,086.54	32,000.00	-27,913.46	12.77%
Payroll Expenses				
Direct Deposit Fees	0.00	400.00	-400.00	0.0%
P7410.141 Library Director	0.00	56,500.00	-56,500.00	0.0%
P7410.143 Library Clerk	0.00	31,928.00	-31,928.00	0.0%
P7410.144 Library page 1	0.00	28,080.00	-28,080.00	0.0%
P7410.145 Library clerk	0.00	14,352.00	-14,352.00	0.0%
P7410.147 Clerk	0.00	15,808.00	-15,808.00	0.0%
P7410.148 Page	0.00	2,664.00	-2,664.00	0.0%
P7410.150 page	0.00	30,180.80	-30,180.80	0.0%
P7410.151 Page	0.00	1,688.00	-1,688.00	0.0%
P7410.154 Library Page	0.00	676.20	-676.20	0.0%
Payroll Expenses - Other	28,490.86	0.00	28,490.86	100.0%
Total Payroll Expenses	28,490.86	182,277.00	-153,786.14	15.63%
Payroll Taxes				
P9030.800 SS / Med				
FICA	1,763.20	11,357.29	-9,594.09	15.53%
Medical	412.37	2,725.72	-2,313.35	15.13%
Total P9030.800 SS / Med	2,175.57	14,083.01	-11,907.44	15.45%
Total Payroll Taxes	2,175.57	14,083.01	-11,907.44	15.45%
Total Expense	61,263.41	425,989.24	-364,725.83	14.38%
Net Ordinary Income	-52,999.27	0.00	-52,999.27	100.0%
Net Income	-52,999.27	0.00	-52,999.27	100.0%

FY 2019-2020
 Fallsburg Library
 Budget Amendments
 Board of Trustees Monthly Meeting
 August 29, 2019

Increase

Increase

Exp. Code	Description	Amount	Rev. Code	Description	Amount
P7410.484	Library System Grant - Gunther	\$70.00	P2760.10	LSG Children's Program - Gunther	\$70.00
P7410.483	LLSA	\$2,817.00	P2760.30	LLSA	\$2,817.00
	Total Increase	\$2,887.00		Total Increase	\$2,887.00

Director's Report
August 29, 2019

Last week I was able to wrap up our fiscal year and complete the Annual Update Document for the NYS Comptroller's Office. The report was submitted on August 20 – 10 days before the deadline.

A couple weeks ago I got in touch with a representative from 'Better World Books' in an effort to help repurpose books that I weed. With the plan that we're eligible for (based on a rough estimate of what I anticipate weeding) it doesn't seem like they'll be accepting too many of our books, unfortunately. BUT what they do accept, they will try to sell and then we get a percentage of their profit (they also pay for the shipping to get the books to their warehouse and then to the buyer).

All of our lighting fixtures within the building are going to be updated very soon. Adam had asked Tim Pantel to check out some of the lights in our building that aren't working at all, or have been giving us a problem. After pointing out how many we're having ongoing issues with, Tim suggested they just be updated. After getting prices for a couple different options, Adam said that they were just going to go ahead and replace all of them. I would imagine that the library will have to close on whatever day they are able to do it – but we'll see when we get to that point. They want to get this completed ASAP, and our landlords will pay for it all. This also will mean having LED bulbs – so replacing bulbs will be more expensive for us, but we should get better light and see a decrease in our electric bill.

Summer Reading has wrapped up and we had another great year. Amanda received many compliments about programs this summer and everyone seemed to really enjoy the program again this year.

The RCLS Legislative Breakfast is Friday September 13 at The Sullivan in Rock Hill. Let me know if you would like me to register you for the event. SUPLA (Sullivan Ulster Public Library Alliance) will also be doing a brunch on Thursday October 17 at EB Crawford Public Library. As we get closer to our September meeting I'll ask who will be going to that.

Respectfully submitted,
Kelly



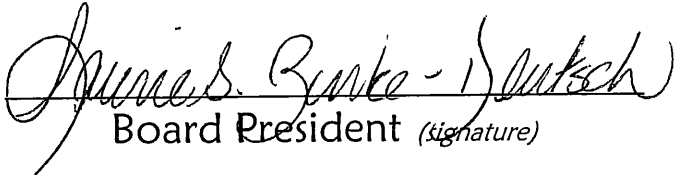
Ballot

The Board of Trustees of the Fallsburg Library
on this day 09 of August 2019 approved a
resolution to

accept

not to accept

the Ramapo Catskill Library System 2020 Budget, as presented.


Board President *(signature)*

Please return by 4 p.m.
Friday, December 6, 2019
to
Grace Riario, Interim Executive Director
Ramapo Catskill Library System