

Fallsburg Library Trustee Monthly Meeting
December 19, 2019

Attendance:

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

Meeting Commenced at 5:20pm.

The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

Board member Merone moved and Board member Lawrence seconded a motion to accept the November 21, 2019 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 11/30/2019

Checking	\$ 35,883.20
Money Market	\$470,975.26
ICS	\$123,108.93
CD – 1	\$100,000.00 (NEBC)
CD – 2	\$103,500.33
CD – 3	\$103,500.33

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

Board member Cohen moved and Board member Merone seconded a motion to approve the warrants dated December 11, 2019 totaling \$7,549.23 and December 16, 2019 totaling \$2,614.68 All in favor.

Director's Report

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

President Burke-Deutsch also reported that the architects working on Liberty Public Library will also be attending the January Board meeting.

Old Business

Policies are still being updated.

Security cameras will be put on hold while we figure out expansion.

New Business

Director Wells will be taking vacation March 17, 2020 – March 29, 2020. Board consensus to move March meeting to Monday March 16, 2020 at 5:15pm.

Need to develop a Time Clock Policy before implementing the use of the new time clock. Director Wells will email other member library directors to see if any of them have a policy in place/what it is.

Correspondence

Director Wells read from a letter from Rolling V Fallsburg Terminal. Their employees made a donation to the Library through excess funds in their "Crisis Fund."

Committee Reports

Continued discussion about possible expansion.

Board member Cohen moved and Board member Merone seconded a motion to adjourn at 6:20pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
December 19, 2019

- Pledge
- Public Comment
- Approval of Minutes
 - November 21, 2019
- Financial Report
- Approval of Warrant(s)
 - December 11, 2019
 - December 18, 2019
- Director Report
- Old Business
 - Permanent Resident/Temporary Resident Policies (still being updated)
 - Circulation Policy (still being updated)
 - Budget Policy (still being updated)
 - Security Cameras
- New Business
 - Director vacation approval (March 17-29)
 - Time Clock Policy – Need to come up with to go with time clock
- Correspondence
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
December 19, 2019
Financial Report

As of the November 30, 2019 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 35,883.20
Money Market	470,975.26
ICS	123,108.93
CD – 1	100,000.00 (NECB)
CD – 2	103,500.33
CD – 3	103,500.33
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	\$ 936,968.05

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

11/4/2019	\$ 210,634.12
11/13/2019	50.00
11/21/2019	60.00
11/27/2019	124.98
11/30/2019	383.73 (interest)

Fallsburg Library
Transactions by Account
As of December 11, 2019

Accounts Payable	Type	Date	Nur Name	Memo	Split	Amount	Balance
	Bill	12/11/2019	AFLAC	AFLAC Liab		62.04	0.00
	Bill	12/11/2019	AIR Rent Property Group LLC	453 Rent		2,704.42	2,766.46
	Bill	12/11/2019	Crystal Run Health Ins Company	P9060.800 Health Insurance		1,460.86	4,227.32
	Bill	12/11/2019	Crystal Run Health Ins Company	P9060.800 Health Insurance		1,460.86	5,688.18
	Bill	12/11/2019	Delage Landen Financial Services	200 Equipment		88.35	5,776.53
	Bill	12/11/2019	Scott DuBois	437 Professional Fees		750.00	6,526.53
	Bill	12/11/2019	Fallsburg Gas	450 Utilities-Electric; Propane		180.13	6,706.66
	Bill	12/11/2019	fox Ledge, Inc	451 Custodial Supplies		7.75	6,714.41
	Bill	12/11/2019	The Library Store, Inc	430 Library Supplies		145.70	6,860.11
	Bill	12/11/2019	MidWest Tape	412 Audiobooks		29.99	6,890.10
	Bill	12/11/2019	The Penworthy Company	410 Books		208.14	7,098.24
	Bill	12/11/2019	Standard Security Life Ins. Co. of NY	P9055.800 DBL		216.00	7,314.24
	Bill	12/11/2019	Time Warner Cable	456 Internet Service		114.99	7,429.23
	Bill	12/11/2019	U.S. Postal Service	433 Postage		120.00	7,549.23
Total Accounts Payable						<u>7,549.23</u>	<u>7,549.23</u>
TOTAL						<u><u>7,549.23</u></u>	<u><u>7,549.23</u></u>

Fallsburg Library

Transactions by Account

As of December 16, 2019

Accounts Payable	Type	Date	Name	Split	Amount	Balance
	Bill	12/16/2019	AC Moore		108.35	108.35
	Bill	12/16/2019	Amazon Capital Service		292.56	400.91
	Bill	12/16/2019	Baker & Taylor Inc		448.35	849.26
	Bill	12/16/2019	Card Member Service		57.50	906.76
	Bill	12/16/2019	Constellation		52.71	959.47
	Bill	12/16/2019	Demco		30.19	989.66
	Bill	12/16/2019	Fallsburg Central School Districts		30.00	1,019.66
	Bill	12/16/2019	Middletown Thrall Library		22.00	1,041.66
	Bill	12/16/2019	The Nyack Library		18.95	1,060.61
	Bill	12/16/2019	NYSEG		34.16	1,094.77
	Bill	12/16/2019	Palisades Free Library		10.00	1,104.77
	Bill	12/16/2019	Tappan Library		25.95	1,130.72
	Bill	12/16/2019	Town of Fallsburg		1,420.86	2,551.58
	Bill	12/16/2019	Kelly Wells <i>Petty Cash</i>		63.10	2,614.68
Total Accounts Payable					<u>2,614.68</u>	<u>2,614.68</u>
TOTAL					<u>2,614.68</u>	<u>2,614.68</u>

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1 through December 18, 2019

	Jul 1 - Dec 18, 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	1,125.29	1,500.00	-374.71	75.02%
P2401 Interest and Earnings	9,517.44	1,000.00	8,517.44	951.74%
P2701 Refund Prior Year Expense	787.50	0.00	787.50	100.0%
P2705.00 Gifts and Donations	91.00	50.00	41.00	182.0%
P2760.10 LSG Children's Program	625.00	625.00	0.00	100.0%
P2760.30 LSG Local Lib Serv.Aid	3,130.00	2,817.00	313.00	111.11%
P2770.99 Copy Mach/Fax fees	1,772.95	1,700.00	72.95	104.29%
Total Income	438,233.42	428,876.24	9,357.18	102.18%
Expense				
200 Equipment	618.45	1,400.00	-781.55	44.18%
410 Books	6,052.81	9,500.00	-3,447.19	63.71%
411 Films,DVD or VHS	1,946.38	4,200.00	-2,253.62	46.34%
412 Recordings /Tapes, discs	1,043.29	2,500.00	-1,456.71	41.73%
413 Periodicals	252.68	1,400.00	-1,147.32	18.05%
415 e-content	1,941.50	6,000.00	-4,058.50	32.36%
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	387.00	375.00	12.00	103.2%
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	1,634.96	3,000.00	-1,365.04	54.5%
431 Telephone	391.08	1,200.00	-808.92	32.59%
432 Telecommunications	668.60	1,600.00	-931.40	41.79%
433 Postage	197.39	400.00	-202.61	49.35%
434 Publicity / Printing	270.94	500.00	-229.06	54.19%
435 Travel / Meal	473.28	2,000.00	-1,526.72	23.66%
436 Anser/Automation	8,072.80	16,089.23	-8,016.43	50.18%
437 Professional Fees	750.00	4,150.00	-3,400.00	18.07%
438 Membership dues	115.00	800.00	-685.00	14.38%
450 Utilities-Electric, Propane	1,376.51	6,000.00	-4,623.49	22.94%
451 Custodial Supplies	194.86	700.00	-505.14	27.84%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	23,338.45	46,000.00	-22,661.55	50.74%
454 Insurance	5,812.28	5,900.00	-87.72	98.51%
456 Internet Service	804.93	1,400.00	-595.07	57.5%
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	820.24	4,000.00	-3,179.76	20.51%
480 T/ Falls Contract	1,750.00	3,500.00	-1,750.00	50.0%
483 Local Lib Service Aid	1,564.65	2,817.00	-1,252.35	55.54%

Fallsburg Library
Profit & Loss Budget vs. Actual
 July 1 through December 18, 2019

	<u>Jul 1 - Dec 18, 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
484 Library System Grant	236.31	625.00	-388.69	37.81%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	20,959.00	29,000.00	-8,041.00	72.27%
P9040.800 Workers Compensation	1,769.00	2,800.00	-1,031.00	63.18%
P9055.800 disability	0.00	330.00	-330.00	0.0%
P9060.800 Health Insurance				
Health Flex Plan	22.00	2,000.00	-1,978.00	1.1%
Health Insurance Buyout	865.56	2,000.00	-1,134.44	43.28%
P9060.800 Health Insurance - Other	9,831.30	28,000.00	-18,168.70	35.11%
Total P9060.800 Health Insurance	<u>10,718.86</u>	<u>32,000.00</u>	<u>-21,281.14</u>	<u>33.5%</u>
Payroll Expenses				
Direct Deposit Fees	122.75	400.00	-277.25	30.69%
P7410.141 Library Director	21,736.00	56,500.00	-34,764.00	38.47%
P7410.143 Library Clerk	12,280.00	31,928.00	-19,648.00	38.46%
P7410.144 Library page 1	8,451.00	28,080.00	-19,629.00	30.1%
P7410.145 Library clerk	5,658.00	14,352.00	-8,694.00	39.42%
P7410.147 Clerk	6,080.00	15,808.00	-9,728.00	38.46%
P7410.148 Page	996.24	2,664.00	-1,667.76	37.4%
P7410.150 page	11,760.39	30,180.80	-18,420.41	38.97%
P7410.151 Page	0.00	1,688.00	-1,688.00	0.0%
P7410.154 Library Page	529.70	676.20	-146.50	78.34%
P9055.800 DBL	216.00	0.00	216.00	100.0%
Payroll Expenses - Other	11,624.48	0.00	11,624.48	100.0%
Total Payroll Expenses	<u>79,454.56</u>	<u>182,277.00</u>	<u>-102,822.44</u>	<u>43.59%</u>
Payroll Taxes				
P9030.800 SS / Med				
FICA	4,957.60	11,357.29	-6,399.69	43.65%
Medical	1,159.45	2,725.72	-1,566.27	42.54%
Total P9030.800 SS / Med	<u>6,117.05</u>	<u>14,083.01</u>	<u>-7,965.96</u>	<u>43.44%</u>
Total Payroll Taxes	<u>6,117.05</u>	<u>14,083.01</u>	<u>-7,965.96</u>	<u>43.44%</u>
Total Expense	<u>180,960.17</u>	<u>428,876.24</u>	<u>-247,916.07</u>	<u>42.19%</u>
Net Ordinary Income	<u>257,273.25</u>	<u>0.00</u>	<u>257,273.25</u>	<u>100.0%</u>
Net Income	<u>257,273.25</u>	<u>0.00</u>	<u>257,273.25</u>	<u>100.0%</u>

Director's Report
December 19, 2019

After quite a bit of back and forth with Kristt Company, I think we've finally come up with a set up that will work for us for the circulation desks. I'm awaiting a final quote from them before giving the go ahead to order everything. I've also asked them for a separate quote for standing desks that can be added to everyone's (except for mine) workstations.

The security cameras that I had ordered from Home Depot came in, and I have returned them to the store. Although it's more expensive, I think the best thing for us to do is get quotes and have them installed professionally. You'll need to decide if that's something you want to explore now, or after we've sat down with the Golds' about our lease/possible expansion.

I ordered a time clock through Staples and it should be delivered tomorrow. There's a free software program that's supposed to sync up with the time clock and it got good reviews. The time clocks I had been looking at through the other company Ronnie found did not have any reviews, which always makes me a little nervous. We'll need to come up with a time clock policy detailing how it's expected to be used. Once I get it, I'll set it up so staff can use it to clock in and out at least. It'll help us see what things might need to be addressed in a more formal policy and what kinks might need to be worked out.

Grace Riario confirmed that she can and will attend our January Board meeting (January 23rd at 5:15pm) to talk to us about strategic/long range planning. That's something that we need to work on and get updated ASAP.

Respectfully submitted,
Kelly