

Fallsburg Library Trustee Monthly Meeting  
February 27, 2020

Attendance:

Laurie Burke-Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Sonny Smith, Vice President	Present
Sonia Ward, Trustee	Absent – Unexcused
Judith Merone, Trustee	Present
David Lawrence, Board Secretary	Present (Arrived at 5:38pm)
Renee Kates, Trustee	Present (Arrived at 6:09pm)
Kelly Wells, Director	Present

Meeting Commenced at 5:19pm.

The Pledge of Allegiance was recited.

Public Comment

N/A

Approval of Minutes

Board member Merone moved and Board member Cohen seconded a motion to accept the January 30, 2020 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 1/31/2020

Checking	\$ 25,805.23
Money Market	\$447,860.02
ICS	\$123,318.22
CD – 1	\$100,000.00 (NEBC)
CD – 2	\$103,500.33
CD – 3	\$103,500.33

Board member Merone discussed the CDs and interest rates. Will look to move the CD maturing in May 2020 to a 12 month CD – possibly with NEBC depending on interest rates at the time of maturation.

Board member Merone moved and Board member Smith 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 February 21, 2020 totaling \$10,747.71 and February 25, 2020 totaling \$1,890.52. All in favor.

#### Director's Report

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

#### Old Business

Policies are still being updated.

Board member Cohen moved and Board member Merone seconded a motion to enter into executive session at 5:35pm to discuss the employment history(ies) of (a) particular employee(s). All in favor.

Board member Lawrence moved and Board member Merone seconded a motion to exit executive session at 6:21pm. All in favor. Regular meeting resumed.

Board President Burke-Deutsch reported that despite multiple attempts, she still has not heard from Board member Ward. A final, certified letter will be mailed.

The meeting with the Golds went very well. They are working on drafting up a different lease and we'll go from there. Board President Burke-Deutsch will reach out to RCLS to find out about architects since it does not seem that the ones working on Liberty Public Library will work out.

#### New Business

N/A

#### Correspondence

N/A

#### Committee Reports

Board member Merone moved and Board member Smith seconded a motion to adjourn at 6:31pm. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
February 27, 2020

- Pledge
- Public Comment
- Approval of Minutes
  - January 30, 2020
- Financial Report
- Approval of Warrant(s)
  - February 21, 2020
  - February 25, 2020
- Director Report
- Old Business
  - Permanent Resident/Temporary Resident Policies (still being updated)
  - Circulation Policy (still being updated)
  - Budget Policy (still being updated)
  - Time Clock Policy
  - Update on Board members
  - Expansion/New lease discussion
- New Business
- Correspondence
- Committee Reports
  - Personnel
  - Budget
  - Building/Grounds
- Adjournment

Board of Trustees Meeting  
February 27, 2020  
Financial Report

As of the January 31, 2020 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	25,805.23
Money Market		447,860.02
ICS		123,318.22
CD – 1		100,000.00 (NECB)
CD – 2		103,500.33
CD – 3		103,500.33
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	\$	903,984.13

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

1/6/2020	\$	204.00
1/13/2020		71.00
1/21/2020		117.00
1/27/2020		88.00
1/31/2020		391.54 (interest)

# Fallsburg Library

## Transactions by Account

As of February 21, 2020

Type	Date	Num	Name	Split	Amount	Balance
<b>Accounts Payable</b>						
Bill	02/19/2020		Kelly Wells - Retirement reimbursement	P9010.800 NYS Retirement	260.84	0.00
Bill	02/19/2020		AFLAC	AFLAC Liab	62.04	260.84
Bill	02/19/2020		AIR Rent Property Group LLC	453 Rent	2,704.42	322.88
Bill	02/19/2020		AIR Rent Property Group LLC	453 Rent	4,382.90	3,027.30
Bill	02/19/2020		Card Member Service	417/429 Web Host Fee/Misc.	136.81	7,410.20
Bill	02/19/2020		Catskill Delaware Publications	434 Publicity / Printing	41.00	7,547.01
Bill	02/19/2020		Coast to Coast Solutions	483/484 LLSA/Gunther Grant	87.74	7,588.01
Bill	02/19/2020		County of Sullivan IDA	492 Pilot	236.89	7,675.75
Bill	02/19/2020		Crystal Run Health Ins Company	P9060.800 Health Insurance	1,460.86	7,912.64
Bill	02/19/2020		DeLage Landen Financial Services	200 Equipment	88.35	9,373.50
Bill	02/19/2020		EA Morse & Co	451 Custodial Supplies	144.71	9,461.85
Bill	02/19/2020		Electronic Business Products, Inc	430 Office Supplies	108.56	9,606.56
Bill	02/19/2020		Fallsburg Gas	450 Utilities-Electric, Propane	23.98	9,715.12
Bill	02/19/2020		The Library Store, Inc	430 Library Supplies	54.73	9,739.10
Bill	02/19/2020		Modern Marketing	483 LLSA	134.70	9,793.83
Bill	02/19/2020		NYSEG	450 Utilities-Electric, Propane	80.34	9,928.53
Bill	02/19/2020		Consumer Reports On Health	413 Periodicals	29.00	10,008.87
Bill	02/19/2020		School Life	479 Programming	38.65	10,037.87
Bill	02/19/2020		Time Warner Cable	456 Internet Service	119.99	10,076.52
Bill	02/19/2020		World Book, Inc	410 Books	551.20	10,196.51
Total Accounts Payable					10,747.71	10,747.71
<b>TOTAL</b>					<b>10,747.71</b>	<b>10,747.71</b>

# Fallsburg Library Transactions by Account

As of February 25, 2020

Type	Date	Num	Name	Split	Amount	Balance
Bill	02/25/2020		Amazon Capital Service		207.51	207.51
Bill	02/25/2020		Baker & Taylor Inc		426.21	633.72
Bill	02/25/2020		Bethel Woods Center for The Arts		275.00	908.72
Bill	02/25/2020		Constellation	450 Utilities-Electric, Propane	7.35	916.07
Bill	02/25/2020		fox Ledge, Inc	451 Custodial Supplies	7.75	923.82
Bill	02/25/2020		Judith Merone	435 Travel / Meal	127.00	1,050.82
Bill	02/25/2020		Micro Marketing LLC	412 Recordings /Tapes, discs	35.99	1,086.81
Bill	02/25/2020		MidWest Tape	411 Movies	76.47	1,163.28
Bill	02/25/2020		Quill Corporation	430/451/479 Office/Custodial/Programming	251.47	1,414.75
Bill	02/25/2020		Ramapo Catskill Library System	415 e-content	300.60	1,715.35
Bill	02/25/2020		Town of Fallsburg	430/431 Office/Telephone	81.86	1,797.21
Bill	02/25/2020		Kelly Wells 1	433/479 Postage/Programming	93.31	1,890.52
					<u>1,890.52</u>	<u>1,890.52</u>
					<u><b>1,890.52</b></u>	<u><b>1,890.52</b></u>

Total Accounts Payable  
TOTAL

**Fallsburg Library**  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through February 21, 2020

	<u>Jul 1, '19 - Feb 21, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	1,280.19	1,500.00	-219.81	85.35%
P2401 Interest and Earnings	11,079.70	1,000.00	10,079.70	1,107.97%
P2701 Refund Prior Year Expense	787.50	0.00	787.50	100.0%
P2705.00 Gifts and Donations	3,111.10	50.00	3,061.10	6,222.2%
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%
P2770.30 SC LVA Grant	0.00	313.00	-313.00	0.0%
P2770.50 GRANT IN AID	2,000.00	2,000.00	0.00	100.0%
P2770.99 Copy Mach/Fax fees	2,299.95	1,700.00	599.95	135.29%
<b>Total Income</b>	<b>445,497.68</b>	<b>431,189.24</b>	<b>14,308.44</b>	<b>103.32%</b>
<b>Expense</b>				
200 Equipment	795.15	1,400.00	-604.85	56.8%
410 Books	7,396.31	9,500.00	-2,103.69	77.86%
411 Films,DVD or VHS	2,329.45	4,200.00	-1,870.55	55.46%
412 Recordings /Tapes, discs	1,260.04	2,500.00	-1,239.96	50.4%
413 Periodicals	419.65	1,400.00	-980.35	29.98%
415 e-content	2,106.89	6,000.00	-3,893.11	35.12%
416 Service & Web Fees	0.00	1,610.00	-1,610.00	0.0%
417 Web Host	103.68	120.00	-16.32	86.4%
418 licenses	387.00	387.00	0.00	100.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	130.97	300.00	-169.03	43.66%
430 Office/Book/Library supply	5,852.03	6,700.00	-847.97	87.34%
431 Telephone	467.78	1,200.00	-732.22	38.98%
432 Telecommunications	1,369.82	1,600.00	-230.18	85.61%
433 Postage	197.39	400.00	-202.61	49.35%
434 Publicity / Printing	311.94	500.00	-188.06	62.39%
435 Travel / Meal	473.28	2,000.00	-1,526.72	23.66%
436 Anser/Automation	12,298.78	16,089.23	-3,790.45	76.44%
437 Professional Fees	750.00	4,150.00	-3,400.00	18.07%
438 Membership dues	150.00	800.00	-650.00	18.75%
450 Utilities-Electric, Propane	1,580.69	6,000.00	-4,419.31	26.35%
451 Custodial Supplies	341.57	700.00	-358.43	48.8%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	33,130.19	46,000.00	-12,869.81	72.02%
454 Insurance	5,812.28	5,900.00	-87.72	98.51%
456 Internet Service	1,039.91	1,400.00	-360.09	74.28%
469 Oper. & Mant. Exp-Sec sys	276.00	600.00	-324.00	46.0%
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	1,195.10	4,000.00	-2,804.90	29.88%

**Fallsburg Library**  
**Profit & Loss Budget vs. Actual**  
July 1, 2019 through February 21, 2020

	<u>Jul 1, '19 - Feb 21, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
480 T/ Falls Contract	1,750.00	3,500.00	-1,750.00	50.0%
483 Local Lib Service Aid	1,785.71	3,130.00	-1,344.29	57.05%
484 Library System Grant	625.00	625.00	0.00	100.0%
485 GRANT STATE SENATE	0.00	2,000.00	-2,000.00	0.0%
492 Pilot	236.89	0.00	236.89	100.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	21,219.84	25,288.00	-4,068.16	83.91%
P9040.800 Workers Compensation	1,769.00	2,800.00	-1,031.00	63.18%
P9055.800 disability	216.00	330.00	-114.00	65.46%
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	12,753.02	28,000.00	-15,246.98	45.55%
<b>Total P9060.800 Health Insurance</b>	<b>13,640.58</b>	<b>32,000.00</b>	<b>-18,359.42</b>	<b>42.63%</b>
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%
Payroll Expenses - Other	40,269.23	0.00	40,269.23	100.0%
<b>Total Payroll Expenses</b>	<b>107,883.31</b>	<b>182,277.00</b>	<b>-74,393.69</b>	<b>59.19%</b>
Payroll Taxes				
P9030.800 SS / Med				
FICA	6,730.47	11,357.29	-4,626.82	59.26%
Medical	1,574.07	2,725.72	-1,151.65	57.75%
<b>Total P9030.800 SS / Med</b>	<b>8,304.54</b>	<b>14,083.01</b>	<b>-5,778.47</b>	<b>58.97%</b>
<b>Total Payroll Taxes</b>	<b>8,304.54</b>	<b>14,083.01</b>	<b>-5,778.47</b>	<b>58.97%</b>
<b>Total Expense</b>	<b>238,834.08</b>	<b>431,189.24</b>	<b>-192,355.16</b>	<b>55.39%</b>
<b>Net Ordinary Income</b>	<b>206,663.60</b>	<b>0.00</b>	<b>206,663.60</b>	<b>100.0%</b>
<b>Net Income</b>	<b>206,663.60</b>	<b>0.00</b>	<b>206,663.60</b>	<b>100.0%</b>



Director's Report  
February 27, 2020

Kristt Co. came in a couple weeks ago and attached the top piece to the second desk, so they are finally complete! They really look great.

I've sat down and played around with the budget for next year (FY20-21) and I filled out the form for our tax cap – we should be able to easily stay within the tax cap allowance this year. The budget committee and I will have to set up a date to go over the budget, ideally within the first 2 weeks of March so you can catch review it before I go on vacation – the full Board doesn't have to approve it until the April meeting, but the sooner you can look at it and play around with it, the better.

Just to start putting it on your radar, our budget vote and trustee election is scheduled for Tuesday June 2<sup>nd</sup> from 11am-8pm here at the Library. Seats that will be up for election this year are – Renee for a 3 year term to fill the remainder of the vacated term (ending June 2023) and Judy for a full 5 year term (ending June 2025). Petitions will be available for pick up starting early April – I'll have the exact date available at our March Board meeting. Which is MONDAY March 16 as a reminder.

I only heard back from 2 people on a possible meeting date for Grace to come up here and speak with you guys, so I haven't booked anything with her yet. She was up here on February 19 to speak with the staff individually. I'll be following up more with her next week.

The Trustee 101 and Trustee 102 workshops are being offered again in March – this time at Mamakating Library. 101 will be Tuesday March 24 and 102 will be Tuesday March 31. Both start with a light dinner being served at 5:30pm and the workshop itself starting at 6pm. The classes usually run about 2 hours in length. If you are interested in attending (which I STRONGLY urge you to go if you haven't been before, or even if you have it's a good refresher) you can register through the RCLS calendar, or let me know and I can register for you. Judy is already signed up to attend both. As a matter of FYI, there's legislation that has either been approved or will be approved, that will make it a requirement for all trustees to complete 3 hours of training each year. RCLS is working on making

that possible through webinars, but these are good opportunities for you guys to get those hours in as well. And while we're on that note, the sexual harassment training is a yearly thing that everyone has to complete – including trustees. If you complete it at your job, please just bring me in a copy of the certificate that I can file. If you don't have another source through which to complete the training, let me know as we have the training available to us online now. I would just have to send you a link to register for the online portal RCLS uses for webinars/workshops and can then send you the link for the training to be completed. I can see you has completed the trainings from my end, so there's no need to print anything out from there.

On Tuesday Judy and Amanda attended Advocacy Day in Albany. Amanda had said the meetings went well with our representatives (Assemblywoman Gunther and Senator Metzger), but she did note that there weren't as many in attendance as last year. PLEASE send emails and/or tweets (#FundLibraries, #NLYALAD20) about fully funding libraries – Gunther and Metzger are both supportive of us, but it helps to remind them that we're here and need money.

Respectfully submitted,  
Kelly



## Fallsburg Library

Time Clock Policy- Issued February/March \_\_\_\_, 2020

In order to better track our employees' working time, ensure employees are being compensated for all time worked, and other business and efficiency reasons, the Library has implemented a Pyramid TimeTrax proximity time clock, which is now located beneath the light switch by the employee entrance. As of your arrival to work on **[insert date]**, Employees will be required to clock in and out using the badge they will be provided by the Library. Each badge has a unique number specifically assigned to each employee. It is the employee's responsibility to ensure they have their badge with them every day, and that they clock in and out as specified in this policy. Repeated instances of lost/forgotten badges may lead to disciplinary action, as may repeated violations of the other provisions of this policy, as discussed further below.

The Library's TimeTrax usage policy is as follows:

### TIME CALCULATIONS

Every Library employee has assigned working hours. Your working hours are not changing. What is changing is that instead of keeping track of your time worked on time sheets, you are now required to "clock-in" and "clock-out" on the TimeTrax system:

- At the beginning and end of your shift.
- At the beginning and end of your meal break.
- At the beginning and end of any other break you take, no matter how long it is ~~that is longer than twenty (:20) minutes~~

We remind you of the Library's 'Breaks & Meals' section of the Personnel Policy which states in part:

Eligible staff who work 6 or more consecutive hours are eligible for a 30 minute meal during their shift. An employee working a shift of more than 7 hours is eligible for a meal break up 45 minutes. Although the law does not require it, this meal break will be paid time.

Staff who work 4 consecutive hours are eligible for one 15-minute paid rest during their shift.

Breaks may not be used to come in late or leave work early.

Employees are expected to attend to personal issues, make personal phone calls, send or receive personal texts or emails, etc. before or after work, during lunch or their fifteen minute break if applicable, to the extent possible. Employees are permitted to take short, infrequent, personal breaks during the workday as long as neither the length nor the frequency of the breaks becomes excessive. It is expected that this privilege will not be abused. Frequent, lengthy or excessive breaks disrupt working time and may be grounds for discipline.

To clarify, meal breaks of 30 or 45 minutes (depending on the length of time you are scheduled to work that day), your 15 minute break, and infrequent personal breaks of less than 20 minutes are all considered to be paid time for the purposes of calculating your compensation. If your meal break is longer than 30 or 45 minutes, as applicable, the additional time may be unpaid. Breaks of greater than 20 minutes, other than your meal break, are always unpaid time.

Employees are required to be ready to start work at the time their shift commences, and are expected to remain at work until the end of their shift (except for established meal periods, the fifteen minute break, or infrequent personal breaks discussed, above), unless other arrangements have been made with the Library Director.

Your shift does not start when you enter the Library building. Tasks such as, but not limited to hanging up coats, visiting the restroom, reading the newspaper, getting a cup of water or coffee, and putting away your meal should be done before starting your shift, meaning before you clock in. Doing any of these or similar activities immediately after clocking in will be considered clocking in early and may lead to disciplinary action.

You are not permitted to clock in more than seven (7) minutes before the start of your assigned shift, and you must clock out within seven (7) minutes after completing your assigned shift. Personal actions such as getting your coat, collecting belongings you are taking home, etc. should be done after you clock out. Except for extenuating circumstances, approval must be given for any employee working hours that are greater than the hours the employee is scheduled to work, BEFORE the additional work occurs.

Continual and/or repeated unapproved deviations from assigned working hours will be grounds for disciplinary action. These deviations include, but are not limited to, work schedule changes that did not have prior written approval, tardiness, clocking in/out early or late, and failing to clock-in and/or clock-out at all.

An employee who fails or refuses to clock-in and/or clock-out for any work shift may be sent home and not permitted to work. Please note, three incidents of missed punches (that means, failing to clock in or out at any point the employee should have clocked in or out) or forgotten badges within a one month period will result in a write up for failing to adhere to Library policy.

An employee, who forgets to clock in and alerts the Director before the end of the shift, may have the shift entered immediately by the Director as of the employee's expected arrival time, unless the employee acknowledges arriving late in which case the actual arrival time will be noted – a note will be added to the punch record that the employee forgot to punch in. This should not be used to hide late arrivals. The first incidence of forgetfulness will not count as one of the incidents leading to discipline, mentioned above, however further incidents will.

If you are unclear or confused about the correct method for recording special occurrences – such as going straight to a meeting from your home, going straight home after a meeting, etc. – it is your responsibility to notify the Director and get the assistance you need so that your time worked is properly recorded.

It is NOT acceptable or permitted for any employee to clock-in and/or clock-out on behalf of another employee. This does not refer to modifications made to the time records by the Library Director due to employees forgetting to clock in or out or other such situations.

Falsification of records or documents, such as clocking in when you are not working, or tampering with the Library's time records, or clocking in and/or out for someone else, is a violation of Library policy. If employees are determined to have clocked in and out for another employee, it will result in both employees receiving disciplinary action, including but not limited to suspension or termination of employment.

Moreover, employees may not perform work for the Library without being clocked in. Or, in the case of, for example, going to a meeting or Library-related function directly from home, immediately speaking with the Library Directory upon returning to the Library and advising of the time that your workday commenced so the records can be modified. Any "off the clock" work is strictly prohibited.

Anyone with questions about this policy should speak with the Library Director.