

Fallsburg Library Trustee Monthly Meeting
January 30, 2020

Attendance:

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

Meeting Commenced at 5:24pm.

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 December 19, 2019 Regular Meeting minutes. All in favor.

Financial Report

Catskill Hudson Bank as of 12/31/2019

Checking	\$ 13,222.39
Money Market	\$476,988.48
ICS	\$123,213.53
CD – 1	\$100,000.00 (NEBC)
CD – 2	\$103,500.33
CD – 3	\$103,500.33

Board member Cohen moved and Board member Merone 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 January 21, 2020 totaling \$9,742.13, January 28, 2020 totaling \$5,041.81, and January 30, 2020 totaling \$1,656.10. All in favor.

Board member Cohen moved and Board member Kates seconded a motion to approve the Budget Amendments dated January 30, 2020 totaling \$2,313.00. All in favor.

Board member Cohen moved and Board member Merone seconded a motion to approve the Budget Transfers dated January 30, 2020 totaling \$3,712.00. All in favor.

Director's Report

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

Old Business

Policies are still being updated.

Discussion about security cameras again. Adam wants to put some along the side of the building so they can see when deliveries come – they need Internet access though, they would like to use the Library's Internet if possible. Discussion ensued – will be discussed further with Adam when building/lease discussion takes place next week.

Director Wells distributed a very rough draft for a time clock policy, as well as examples of reports generated by the time clock when it was being tested. Discussion ensued and the Board gave Director Wells edits for the time clock policy. Director Wells will type up the new time clock policy with Board suggestions and email to the Board for review. Possibility of having a special meeting to get policy approved and implemented ASAP.

New Business

The 2019 Annual Report was reviewed and discussed. Board member Merone moved and Board member Kates seconded a motion to adopt the following resolution:

The Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2019 Annual Report was reviewed and accepted by the Board.

All in favor.

Board member Cohen gave an update on Board member Smith, who should be returning home this weekend.

Board President Burke-Deutsch reported that she has tried to call Board member Ward multiple times and sent a letter but has not gotten through to or heard from Board member Ward. She will try to resend the letter certified mail.

Board President Burke-Deutsch, Board member Cohen, and Director Wells will meet with Adam on Thursday February 6th to discuss a new lease and possible expansion. Board President Burke-

Deutsch reported that the architects currently working on Liberty Public Library will be at our February Board meeting to discuss the process/possibilities.

Correspondence

Director Wells passed around a 'thank you' card from Board member Smith.

Committee Reports

Board member Kates moved and Board member Cohen seconded a motion to adjourn at 6:49pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
January 30, 2020

- Pledge
- Public Comment
- Approval of Minutes
 - December 19, 2019
- Financial Report
- Approval of Warrant(s)
 - January 21, 2020
 - January 28, 2020
 - January 30, 2020
- Approval of Budget Amendments
 - January 30, 2020
- Approval of Budget Transfers
 - January 30, 2020
- Director Report
- Old Business
 - Permanent Resident/Temporary Resident Policies (still being updated)
 - Circulation Policy (still being updated)
 - Budget Policy (still being updated)
 - Security Cameras
 - Time Clock Policy
- New Business
 - 2019 Annual Report approval
 - Update on Board members
 - Expansion/New Lease discussion
- Correspondence
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
January 30, 2020
Financial Report

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

Summary of Account:

Checking	\$	13,222.39
Money Market		476,988.48
ICS		123,213.53
CD – 1		100,000.00 (NECB)
CD – 2		103,500.33
CD – 3		103,500.33
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	\$	920,425.06

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

12/9/2019	\$	225.00
12/16/2019		405.00
12/23/2019		4,981.00
12/31/2019		401.72 (interest)

Fallsburg Library
Transactions by Account
As of January 21, 2020

Accounts Payable	Type	Date	Num	Name	Mem	Split	Amount	Balance
	Bill	01/21/2020		AFLAC	AFLAC Liab		62.04	62.04
	Bill	01/21/2020		AIR Rent Property Group LLC	453 Rent		2,704.42	2,766.46
	Bill	01/21/2020		Card Member Service	429 Miscellaneous		97.84	2,864.30
	Bill	01/21/2020		Crystal Run Health Ins Company	P9060,800 Health Insurance		1,460.86	4,325.16
	Bill	01/21/2020		Delage Landen Financial Services	200 Equipment		88.35	4,413.51
	Bill	01/21/2020		Demco	479 Programming		107.02	4,520.53
	Bill	01/21/2020		Fallsburg Gas	450 Utilities-Electric, Propane		23.98	4,544.51
	Bill	01/21/2020		HR Direct	430 Library/Office Supply		78.99	4,623.50
	Bill	01/21/2020		Krist Office Supply	430 Library/Office Supply		3,644.80	8,268.30
	Bill	01/21/2020		MidWest Tape	411 Movies		49.98	8,318.28
	Bill	01/21/2020		Modern Marketing	484 Gunther SRP Grant		387.31	8,705.59
	Bill	01/21/2020		NYSEG	450 Utilities-Electric, Propane		75.88	8,781.47
	Bill	01/21/2020		The Family Handyman	413 Periodicals		15.00	8,796.47
	Bill	01/21/2020		Food Network Magazine	413 Periodicals		12.00	8,808.47
	Bill	01/21/2020		Humpy Dumpty Magazine	413 Periodicals		25.00	8,833.47
	Bill	01/21/2020		Motor Trend	413 Periodicals		18.00	8,851.47
	Bill	01/21/2020		National Geographic Kids	413 Periodicals		45.00	8,896.47
	Bill	01/21/2020		Taste of Home	413 Periodicals		12.98	8,909.45
	Bill	01/21/2020		PN Fire & Burglar Alarm Co. Inc	469 Oper. & Mant. Exp-Sec sys		276.00	9,185.45
	Bill	01/21/2020		Staples Credit Plan	430 Library/Office Supply		329.99	9,515.44
	Bill	01/21/2020		Sullivan Public Library Alliance	438 Membership dues		35.00	9,550.44
	Bill	01/21/2020		Time Warner Cable	456 Internet Service		114.99	9,665.43
	Bill	01/21/2020		Town of Fallsburg	431 Telephone		76.70	9,742.13
Total Accounts Payable							<u>9,742.13</u>	<u>9,742.13</u>
TOTAL							<u>9,742.13</u>	<u>9,742.13</u>

Fallsburg Library
Transactions by Account
As of January 28, 2020

Accounts Payable		Type	Date	Name	Split	Amount	Balance
		Bill	01/28/2020	AC Moore		229.19	229.19
		Bill	01/28/2020	Amazon Capital Service	479 Programming	259.22	488.41
		Bill	01/28/2020	Baker & Taylor Inc	411 Movies	814.30	1,302.71
		Bill	01/28/2020	fox Ledge, Inc	410 Books	2.00	1,304.71
		Bill	01/28/2020	Micro Marketing LLC	451 Custodial Supplies	216.75	1,521.46
		Bill	01/28/2020	O, The Oprah Magazine	412 Recordings /Tapes, discs	9.99	1,531.45
		Bill	01/28/2020	Ramapo Catskill Library System	413 Periodicals	3,510.36	5,041.81
					415/432/436 e-content pool/telecommunications/ANSEER Fees	5,041.81	5,041.81
		TOTAL				5,041.81	5,041.81

11:23 AM
 01/30/20
 Accrual Basis

Fallsburg Library
Transactions by Account
 As of January 30, 2020

Accounts Payable	Type	Date	Num	Name	Class	Clr	Split	Amount	Balance
	Bill	01/30/2020		Amazon Capital Service			411 Movies	73.87	73.87
	Bill	01/30/2020		Ramapo Catskill Library System			436 ANSER Fees	1,582.23	1,656.10
Total Accounts Payable								<u>1,656.10</u>	<u>1,656.10</u>
TOTAL								<u><u>1,656.10</u></u>	<u><u>1,656.10</u></u>

FY 2019-2020
 Fallsburg Library
 Budget Amendments
 Board of Trustees Monthly Meeting
 January 30, 2020

Increase

Increase

Exp. Code	Description	Amount	Rev. Code	Description	Amount
P7410.483	LLSA	\$313.00	P2760.30	LLSA	\$313.00
P7410.485	Grant in Aid – State Senate	\$2,000.00	P2770.50	Grant in Aid – State Senate	\$2,000.00
	Total Increase	\$2,313.00		Total Increase	\$2,313.00

FY 2019-2020
 Fallsburg Library
 Budget Transfers
 Board of Trustees Monthly Meeting
 January 30, 2020

Increase

Decrease

Exp. Code	Description	Amount	Exp. Code	Description	Amount
P7410.418	Licenses	\$12.00	P9010.800	NYS Retirement	\$3,712.00
P7410.430	Office/Book/Library Supply	\$3,700.00			
	Total Increase	\$3,712.00		Total Decrease	\$3,712.00

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2019 through January 30, 2020

	Jul 1, '19 - Jan 30, 20	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	1,225.89	1,500.00	-274.11	81.73%
P2401 Interest and Earnings	10,303.61	1,000.00	9,303.61	1,030.36%
P2701 Refund Prior Year Expense	787.50	0.00	787.50	100.0%
P2705.00 Gifts and Donations	3,106.70	50.00	3,056.70	6,213.4%
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%
P2770.50 GRANT IN AID	2,000.00	0.00	2,000.00	100.0%
P2770.99 Copy Mach/Fax fees	2,095.65	1,700.00	395.65	123.27%
Total Income	444,458.59	428,876.24	15,582.35	103.63%
Expense				
200 Equipment	706.80	1,400.00	-693.20	50.49%
410 BookS	6,845.11	9,500.00	-2,654.89	72.05%
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	390.65	1,400.00	-1,009.35	27.9%
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	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.	97.84	300.00	-202.16	32.61%
430 Office/Book/Library supply	5,688.74	3,000.00	2,688.74	189.63%
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	270.94	500.00	-229.06	54.19%
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	1,476.37	6,000.00	-4,523.63	24.61%
451 Custodial Supplies	196.86	700.00	-503.14	28.12%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	26,042.87	46,000.00	-19,957.13	56.62%
454 Insurance	5,812.28	5,900.00	-87.72	98.51%
456 Internet Service	919.92	1,400.00	-480.08	65.71%
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	1,156.45	4,000.00	-2,843.55	28.91%
480 T/ Falls Contract	1,750.00	3,500.00	-1,750.00	50.0%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2019 through January 30, 2020

	Jul 1, '19 - Jan 30, 20	Budget	\$ Over Budget	% of Budget
483 Local Lib Service Aid	1,564.65	2,817.00	-1,252.35	55.54%
484 Library System Grant	623.62	625.00	-1.38	99.78%
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	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	11,292.16	28,000.00	-16,707.84	40.33%
Total P9060.800 Health Insurance	12,179.72	32,000.00	-19,820.28	38.06%
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	28,804.43	0.00	28,804.43	100.0%
Total Payroll Expenses	96,418.51	182,277.00	-85,858.49	52.9%
Payroll Taxes				
P9030.800 SS / Med				
FICA	6,020.90	11,357.29	-5,336.39	53.01%
Medical	1,408.11	2,725.72	-1,317.61	51.66%
Total P9030.800 SS / Med	7,429.01	14,083.01	-6,654.00	52.75%
Total Payroll Taxes	7,429.01	14,083.01	-6,654.00	52.75%
Total Expense	215,808.08	428,876.24	-213,068.16	50.32%
Net Ordinary Income	228,650.51	0.00	228,650.51	100.0%
Net Income	228,650.51	0.00	228,650.51	100.0%

Director's Report
January 30, 2020

Our new desks are here! There's one piece for the second circulation desk that had to be reordered – the wrong size had been initially ordered so once the piece comes in, Kristt Co. will be back to install it. The response has been very positive from our patrons, and the staff is getting used to the new set up.

NYLA Library Advocacy Day is Tuesday February 25th this year. It's the day when Library Advocates pack Albany to fight for library funding. Governor Cuomo's proposed budget cuts library funding and construction aid yet again this year, so it's important to make our voices heard. I am not able to attend this year, but if you would like to attend let me know. Unfortunately, there are no buses leaving from Sullivan County this year – there are pick up points in Newburgh, New Paltz, and Kingston.

I only received one time clock policy/procedure from the other directors – many still use paper and pen or they don't have a formal policy/procedure. I've typed up some rough wording from the example I received and have it for you all to look over to tweak/add to as needed. I don't expect this to be completed tonight – although if we can, great! – but definitely for our February meeting.

Grace Riario will be coming up to lead a staff workshop/training in the afternoon of February 19th. I will be closing the library from 12pm-4pm that day to allow plenty of time for breaks before she gets here at 1pm. I'm not sure how long exactly the workshop will be, but wanted to allow for plenty of time for it to be completed without feeling rushed. If we can open earlier that day, we will.

Respectfully submitted,
Kelly