

Fallsburg Library Trustee Monthly Meeting
July 23, 2020
*Meeting held at Fallsburg Library *

Attendance:

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

Meeting Commenced at 5:15 P.M.
The Pledge of Allegiance was recited.

Public Comment-

N/A

Approval of Minutes

- **June 25, 2020 Regular Meeting-** Board member Sonny Smith moved and board member, Judith Merone, seconded a motion to approve board minutes as presented. All in favor.
- **July 13, 2020 Reorganizational Meeting-** Board member Ronnie Cohen, moved and board member, Sonny Smith, seconded a motion to approve board minutes as presented. All in favor.
- **July 13, 2020 Special Meeting-** Board member, Ronnie Cohen moved and board member, Renee Kates, seconded a motion to approve board minutes as presented. All in favor.

Financial Reports

As of June 30, 2020 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$50,6624.18
Money Market	\$396,763.83
ICS	\$123,774.60
CD-1	\$100,000.00 (NECB- Due July 2020)
CD-2	\$103,500.33
<hr/>	
	\$774,702.94

Board member Cohen informed the Board that the CD at NECB had matured and the money was moved to Catskill Hudson Bank as the new offered CD rate was too low (.75%).

Board member Ronnie Cohen moved and Board member Judith Merone seconded a motion to approve the Financial Report as presented. All in favor

Approval of Warrants

June 30, 2020-(FY 2019-2020) in the amount of \$1,305.40

Board member, Judith Merone moved and board member, Sonny Smith seconded the motion to approve the warrant as presented. All in favor.

July 20, 2020- (FY 2020-2021) in the amount of \$7,283.89

Board member, Ronnie Cohen moved and board member, Renee Kates seconded the motion to approve the warrant as presented. All in favor.

Budget Transfers

June 30, 2020- (FY 2019-2020) in the amount of \$233.09.

Board member Ronnie Cohen moved and board member Katherine Rosado-Houser seconded the motion to approve the budget transfers as presented. All in favor.

Director's Report

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

Discussion about reopening to the public and different concerns and steps to take.

Old Business

Nothing to discuss regarding policies being updated.

New Business

Board President Laurie Burke-Deutsch impressed upon the Board the importance of keeping Board discussions between the Board members, and the importance of not furthering the spread of false information in the district. It makes the Board look bad as well as the Library.

Correspondence

N/A

Committee Reports

Board President Laurie Burke-Deutsch appointed the committees at this meeting:

Personnel- Judith Merrone and David Lawrence

Budget- Ronnie Cohen and Katherine Rosado-Houser

Building/Grounds- Sonny Smith and Renee Kates.

Board member Renee Kates moved and Board member Katherine Rosado-Houser seconded the motion to adjourn the meeting at 5:51 P.M. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
July 23, 2020

- Pledge
- Public Comment
- Approval of Minutes
 - June 25, 2020 – Regular Meeting Minutes
 - July 13, 2020 – Reorganization Meeting Minutes
 - July 13, 2020 – Special Meeting Minutes
- Financial Report
- Approval of Warrant(s)
 - June 30, 2020 (FY 2019-2020)
 - July 20, 2020 (FY 2020-2021)
- Budget Transfers
 - June 30, 2020 (FY 2019-2020)
- Director Report
- Old Business
 - Permanent Resident/Temporary Resident Policies (still being updated)
 - Circulation Policy (still being updated)
 - Budget Policy (still being updated)
- New Business
- Correspondence
- Committee Reports
 - Personnel
 - Budget
 - Building/Grounds
- Adjournment

Board of Trustees Meeting
July 23, 2020
Financial Report

As of the June 30, 2020 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 50,664.18
Money Market	396,763.83
ICS	123,774.60
CD – 1	100,000.00 (NECB – Due July 2020) **
CD – 2	103,500.33 (Due November 2020)
<hr/>	
	\$ 774,702.94

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

6/30/2020	25.15
6/30/2020	351.14 (interest)

Please note that on 7/16/2020 CD-1 with NECB matured and was placed into the money market with Catskill Hudson Bank on 7/20/2020. The amount withdrawn and deposited was \$103,309.78. This movement is NOT reflected in the money market account total listed above.

Fallsburg Library Transactions by Account

As of June 30, 2020

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Accounts Payable									
Bill	06/30/2020		Amazon Capital Service					272.38	272.38
Bill	06/30/2020		Ameri Gas					23.98	296.36
Bill	06/30/2020		Baker & Taylor Inc					519.56	815.92
Bill	06/30/2020		NYSEG					64.54	880.46
Bill	06/30/2020		MidWest Tape					96.71	977.17
Bill	06/30/2020		Monticello Greenhouse					60.00	1,037.17
Bill	06/30/2020		Town of Fallsburg					79.23	1,116.40
Bill	06/30/2020		World Book School and Library					189.00	1,305.40
								<u>1,305.40</u>	<u>1,305.40</u>
Total Accounts Payable								<u><u>1,305.40</u></u>	<u><u>1,305.40</u></u>

Fallsburg Library Transactions by Account

As of July 20, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
Accounts Payable							
Bill	07/20/2020		AFLAC	AFLAC		62.04	0.00
Bill	07/20/2020		AIR Rent Property Group LLC	453 Rent		2,704.42	2,766.46
Bill	07/20/2020		Ronnie Cohen	435 Travel / Meal		54.63	2,821.09
Bill	07/20/2020		Crystal Run Health Ins Company	P9060.800 Health Insurance		1,460.86	4,281.95
Bill	07/20/2020		Crystal Run Health Ins Company	P9060.800 Health Insurance		1,460.86	5,742.81
Bill	07/20/2020		DeLage Landen Financial Services	200 Equipment		88.35	5,831.16
Bill	07/20/2020		DeLage Landen Financial Services	200 Equipment		88.35	5,919.51
Bill	07/20/2020		fox Ledge, Inc	451 Custodial Supplies		13.50	5,933.01
Bill	07/20/2020		Over Drive, Inc	415 e-content		517.41	6,450.42
Bill	07/20/2020		Ramapo Catskill Library System	415/438 e-content/membership fees		593.49	7,043.91
Bill	07/20/2020		Time Warner Cable	456 Internet Service		119.99	7,163.90
Bill	07/20/2020		Time Warner Cable	456 Internet Service		119.99	7,283.89
						<u>7,283.89</u>	<u>7,283.89</u>
						<u>7,283.89</u>	<u>7,283.89</u>

Total Accounts Payable

TOTAL

Fallsburg Library
Profit & Loss Budget vs. Actual
July 2019 through June 2020

Ordinary Income/Expense	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Income				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	1,368.24	1,500.00	-131.76	91.22%
P2401 Interest and Earnings	15,435.68	1,000.00	14,435.68	1,543.57%
P2701 Refund Prior Year Expense	787.50			
P2705.00 Gifts and Donations	3,115.85	50.00	3,065.85	6,231.7%
P2760.10 LSG Children's Program	625.00	625.00	0.00	100.0%
P2760.30 LSG Local Lib Serv.Aid	3,130.00	3,130.00	0.00	100.0%
P2770.50 GRANT IN AID	2,000.00	2,000.00	0.00	100.0%
P2770.80 PILOT	1,603.41	1,603.41	0.00	100.0%
P2770.95 Ins Dividends	747.31			
P2770.99 Copy Mach/Fax fees	2,441.55	1,700.00	741.55	143.62%
Total Income	452,438.78	432,792.65	19,646.13	104.54%
Expense				
200 Equipment	1,060.20	1,400.00	-339.80	75.73%
410 Books	9,500.00	9,500.00	0.00	100.0%
411 Films,DVD or VHS	3,083.17	4,200.00	-1,116.83	73.41%
412 Recordings /Tapes, discs	1,533.46	2,500.00	-966.54	61.34%
413 Periodicals	491.65	1,400.00	-908.35	35.12%
415 e-content	4,840.84	6,000.00	-1,159.16	80.68%
416 Service & Web Fees	1,891.48	1,891.48	0.00	100.0%
417 Web Host	121.68	121.68	0.00	100.0%
418 licenses	387.00	387.00	0.00	100.0%
428 Envisionware	327.31	500.00	-172.69	65.46%
429 Misc.	365.97	305.97	60.00	119.61%
430 Office/Book/Library supply	7,273.09	7,100.00	173.09	102.44%
431 Telephone	912.58	1,200.00	-287.42	76.05%
432 Telecommunications	2,071.04	2,071.04	0.00	100.0%
433 Postage	366.64	400.00	-33.36	91.66%
434 Publicity / Printing	341.94	500.00	-158.06	68.39%
435 Travel / Meal	1,136.90	2,000.00	-863.10	56.85%
436 Anser/Automation	16,524.76	16,524.76	0.00	100.0%
437 Professional Fees	4,955.00	5,650.00	-695.00	87.7%
438 Membership dues	425.00	800.00	-375.00	53.13%
450 Utilities-Electric, Propane	5,278.66	6,000.00	-721.34	87.98%
451 Custodial Supplies	700.00	700.00	0.00	100.0%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	43,947.87	46,000.00	-2,052.13	95.54%
454 Insurance	5,812.28	5,900.00	-87.72	98.51%
456 Internet Service	1,399.88	1,400.00	-0.12	99.99%
469 Oper. & Mant. Exp-Sec sys	276.00	600.00	-324.00	46.0%
475 Annual Election	153.80	1,000.00	-846.20	15.38%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	191.59	900.00	-708.41	21.29%
478 Building Fund	0.00	33,250.00	-33,250.00	0.0%

Fallsburg Library
Profit & Loss Budget vs. Actual
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
479 Programming	2,535.52	4,000.00	-1,464.48	63.39%
480 T/ Falls Contract	3,500.00	3,500.00	0.00	100.0%
483 Local Lib Service Aid	2,082.38	3,130.00	-1,047.62	66.53%
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	292.66	1,603.41	-1,310.75	18.25%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	21,480.68	21,745.88	-265.20	98.78%
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	740.62	2,000.00	-1,259.38	37.03%
Health Insurance Buyout	1,365.56	2,000.00	-634.44	68.28%
P9060.800 Health Insurance - Other	17,135.60	28,000.00	-10,864.40	61.2%
Total P9060.800 Health Insurance	19,241.78	32,000.00	-12,758.22	60.13%
Payroll Expenses				
Direct Deposit Fees	287.50	400.00	-112.50	71.88%
P7410.141 Library Director	56,513.60	56,513.60	0.00	100.0%
P7410.143 Library Clerk	31,928.00	31,928.00	0.00	100.0%
P7410.144 Library page 1	8,451.00	28,080.00	-19,629.00	30.1%
P7410.145 Library clerk	14,507.25	14,507.25	0.00	100.0%
P7410.147 Clerk	15,808.00	15,808.00	0.00	100.0%
P7410.148 Page	996.24	2,664.00	-1,667.76	37.4%
P7410.150 page	30,458.37	30,458.37	0.00	100.0%
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%
Total Payroll Expenses	159,479.66	182,723.42	-23,243.76	87.28%
Payroll Taxes				
P9030.800 SS / Med				
FICA	9,954.57	11,357.29	-1,402.72	87.65%
Medical	2,328.09	2,725.72	-397.63	85.41%
Total P9030.800 SS / Med	12,282.66	14,083.01	-1,800.35	87.22%
Total Payroll Taxes	12,282.66	14,083.01	-1,800.35	87.22%
Total Expense	340,225.13	432,792.65	-92,567.52	78.61%
Net Ordinary Income	112,213.65	0.00	112,213.65	100.0%
Net Income	112,213.65	0.00	112,213.65	100.0%

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

Increase

Decrease

Exp. Code	Description	Amount	Exp. Code	Description	Amount
P7410.429	Misc	\$60.00	P9010.800	NYS Retirement	233.09
P7410.430	Office/Book/Library Supplies	\$173.09			
	Total Increase	\$233.09		Total Decrease	\$233.09

Director's Report
July 21, 2020

First, a quick reminder to Judy and Mrs. Kates to please get your oath of office done before July 30 with the Town Clerk and let me know what date you did it so I have that information for the Annual Report (Kathy, I have written that you completed yours on July 10).

As of my writing this, we are still waiting for our sidewalks to be done. The markings were done last Tuesday before I arrived, but the work still hasn't been completed. This caused me to push off our "in building" appointments until next week July 27th – I'll be starting those then even if the sidewalks don't get done this week (though hopefully they do).

Curbside has been steadily increasing, which has been nice, and I'm hoping to see that increase continue. As a reminder, we're just on a Monday-Friday limited schedule right now. I'm not sure when we'll be back to a more "normalized" schedule, but we're just taking things day by day right now.

Grace Riario will be reaching out over the next few weeks to set up meetings with each library board. She's hoping to start this in August – when I find out more information I will let you guys know – she wants to meet the night of a regular Board meeting so just keep in mind it could be the August or September meeting. She'll be here to answer questions and provide information for everyone, as state guidelines are always changing.

Respectfully submitted,
Kelly