

Fallsburg Library Trustee Monthly Meeting  
October 22, 2020  
\*Meeting held at Fallsburg Library \*

**Attendance:**

Laurie Burke-Deutsch, President	Present
Renee Kates, Vice President	Present (via Zoom)
Ronnie Cohen, Financial Officer	Present
Judith Merone, Trustee	Present
Sonny Smith, Trustee	Present
David Lawrence, Trustee	Present
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

- **September 24, 2020 Regular Meeting-** Board member Ronnie Cohen moved and board member, Sonny Smith seconded a motion to approve board minutes as presented. All in favor.

Financial Reports

As of September 30, 2020 Catskill Hudson Bank Statement:  
Summary of Account:

<b>Checking</b>	\$15,736.35
<b>Money Market</b>	\$672,188.78
<b>ICS</b>	\$123,943.85
<b>CD</b>	\$103,500.33 (Due November 2020)
<hr/>	
	\$915,369.31

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

9/15/2020	\$54.00
9/28/2020	\$210,656.12
9/30/2020	\$297.38 (interest)

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

### **Approval of Warrants**

**September 29, 2020** in the amount of \$3,895.58

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

**October 19, 2020** in the amount of \$10,563.49

Board member, Katherine Rosado-Houser moved and board member, Judith Merone seconded the motion to approve the warrant as presented. All in favor.

### **Director's Report**

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

### **Old Business**

Lease discussion - there's a couple of areas that Board President Burke-Deutsch would like further clarification on, but they are not clarifications that should delay or prevent the passing of the new lease agreement.

Board member Judith Merone moved and board member Ronnie Cohen seconded the motion to approve the new 1-year lease with AIR Real Property Group. All in favor.

### **New Business**

#### **2021- Holiday Closing Schedule**

Friday January 1st	New Year's Day
Monday, January 18th	Dr. Martin Luther King Jr. Day
Monday, February 15th	President's Day
Sunday, April 4th	Easter Sunday
Monday, May 31st	Memorial Day
Sunday, July 4th	Independence Day
Monday, September 6th	Labor Day
Monday, October 11th	Columbus Day
Thursday, November 11th	Veterans's Day
Wednesday, November 24th	Thanksgiving Eve (Close @3pm)
Thurs/Fri, November 25th & 26th	Thanksgiving Observance
Fri./Sun, December 24th & 26th	Christmas Observance
Friday, December 31st	New Year's Eve (Close @3pm)

Sunday July 4th, Library will be closed. Library will be open Monday July 5th, but full time employees normally scheduled to work on Mondays will be given a floating holiday to use within the fiscal year.

Board member, Ronnie Cohen moved and board member Sonny Smith seconded the motion to approve holiday schedule. All in favor.

### **MVP Health Insurance Plan**

The health plans available were discussed for full time employees. It was determined that the Gold Plans discussed in detail would be the most beneficial for the employees.

Board member Ronnie Cohen moved and Judith Merone seconded the motion to approve the MVP Gold Health Insurance Plan EPO 8 or HMO 1. The decision between the 2 approved plans will be decided on by the full time employees. All in favor.

### **Correspondence**

N/A

### **Committee Reports**

Personnel- Judith Merrone and David Lawrence  
N/A

Budget- Ronnie Cohen and Katherine Rosado-Houser  
N/A

Building/Grounds- Sonny Smith and Renee Kates.  
N/A

### **Executive Session**

Board member Judith Merone moved and board member Sonny Smith seconded the motion to go into executive session at 6:15pm to discuss pending litigation. All in favor.

Board member Sonny Smith and Board member Judith Merone seconded a motion to exit executive session at 6:29pm. All in favor.

### **Adjournment**

Board member Judith Merone moved and board member Sonny Smith seconded the motion to adjourn the meeting at 6:30pm. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
October 22, 2020

- Pledge
- Public Comment
- Approval of Minutes
  - September 24, 2020
- Financial Report
- Approval of Warrant(s)
  - September 29, 2020
  - October 19, 2020
- Director Report
- Old Business
  - Lease discussion
- New Business
  - 2021 Holiday Closings Schedule
  - MVP Health Insurance Plan
- Correspondence
- Committee Reports
  - Budget
  - Building/Grounds
  - Personnel
    - Executive Session
- Adjournment

Board of Trustees Meeting  
October 22, 2020  
Financial Report

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Fallsburg Library  
 Transactions by Account  
 As of September 29, 2020

Type	Date	Num	Name	Memo	Class	Split	Amount	Balance
Bill	09/29/2020		AIR Rent Property Group LLC		453 Rent		595.58	595.58
Bill	09/29/2020		AIR Rent Property Group LLC		453 Rent		3,300.00	3,895.58
							3,895.58	3,895.58
							<b>3,895.58</b>	<b>3,895.58</b>

Accounts Payable

Total Accounts Payable

**TOTAL**

# Fallsburg Library

## Transactions by Account

As of October 19, 2020

Type	Date	Name	Split	Amount	Balance
<b>Accounts Payable</b>					
Bill	10/19/2020	AFLAC	AFLAC Liab	62.04	0.00
Bill	10/19/2020	AIR Rent Property Group LLC	453 Rent	3,300.00	62.04
Bill	10/19/2020	Amazon Capital Service	411/479 Movies/Programming	134.79	3,362.04
Bill	10/19/2020	Ameri Gas	450 Utilities-Electric, Propane	11.99	3,496.83
Bill	10/19/2020	Baker & Taylor Inc	410 Books	653.10	3,508.82
Bill	10/19/2020	Card Member Service	477 Meeting registration fees	348.00	4,161.92
Bill	10/19/2020	CINTAS FAS Lockbox 636525	469 Operation, Fire, & Security Maintenance	170.32	4,509.92
Bill	10/19/2020	DeLage Landen Financial Services	200 Equipment	88.35	4,680.24
Bill	10/19/2020	fox Ledge, Inc	451 Custodial Supplies	2.00	4,768.59
Bill	10/19/2020	NYSEG	450 Utilities-Electric, Propane	86.09	4,770.59
Bill	10/19/2020	Over Drive, Inc	415 e-content	325.48	4,856.68
Bill	10/19/2020	Reader's Digest	413 Periodicals	29.96	5,182.16
Bill	10/19/2020	Ramapo Catskill Library System	415/432/436 e-content/telecommunications/ANSER	5,155.49	5,212.12
Bill	10/19/2020	Time Warner Cable	456 Internet Service	119.99	10,367.61
Bill	10/19/2020	Town of Fallsburg	431 Telephone	75.89	10,487.60
<b>Total Accounts Payable</b>				<u>10,563.49</u>	<u>10,563.49</u>
<b>TOTAL</b>				<u><u>10,563.49</u></u>	<u><u>10,563.49</u></u>

**Fallsburg Library**  
**Profit & Loss Budget vs. Actual**  
July 1 through October 19, 2020

	<u>Jul 1 - Oct 19, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
P1001 Property Taxes	210,592.12	421,184.24	-210,592.12	50.0%
P2082 Book Fines	266.51	500.00	-233.49	53.3%
P2401 Interest and Earnings	1,376.81	1,000.00	376.81	137.68%
P2705.00 Gifts and Donations	21.05	50.00	-28.95	42.1%
P2760.30 LSG Local Lib Serv.Aid	2,195.00	0.00	2,195.00	100.0%
P2770.99 Copy Mach/Fax fees	409.40	2,000.00	-1,590.60	20.47%
<b>Total Income</b>	<b>214,860.89</b>	<b>424,734.24</b>	<b>-209,873.35</b>	<b>50.59%</b>
<b>Expense</b>				
200 Equipment	441.75	1,400.00	-958.25	31.55%
410 BookKs	3,377.94	9,500.00	-6,122.06	35.56%
411 Films,DVD or VHS	228.85	4,000.00	-3,771.15	5.72%
412 Recordings /Tapes, discs	62.98	2,000.00	-1,937.02	3.15%
413 Periodicals	387.17	1,400.00	-1,012.83	27.66%
415 e-content	2,728.49	6,000.00	-3,271.51	45.48%
416 Service & Web Fees	0.00	2,000.00	-2,000.00	0.0%
417 Web Host	0.00	150.00	-150.00	0.0%
418 licenses	0.00	400.00	-400.00	0.0%
428 Envisionware	317.05	500.00	-182.95	63.41%
429 Misc.	0.00	300.00	-300.00	0.0%
430 Office/Book/Library supply	426.85	3,000.00	-2,573.15	14.23%
431 Telephone	155.57	1,200.00	-1,044.43	12.96%
432 Telecommunications	1,402.44	3,500.00	-2,097.56	40.07%
433 Postage	0.00	400.00	-400.00	0.0%
434 Publicity / Printing	42.00	500.00	-458.00	8.4%
435 Travel / Meal	54.63	2,000.00	-1,945.37	2.73%
436 Anser/Automation	7,976.56	20,000.00	-12,023.44	39.88%
437 Professional Fees	785.00	10,650.00	-9,865.00	7.37%
438 Membership dues	127.50	800.00	-672.50	15.94%
450 Utilities-Electric, Propane	362.27	6,000.00	-5,637.73	6.04%
451 Custodial Supplies	524.25	700.00	-175.75	74.89%
452 Cleaning Contract	450.00	1,800.00	-1,350.00	25.0%
453 Rent	12,604.42	48,000.00	-35,395.58	26.26%
454 Insurance	5,848.28	6,100.00	-251.72	95.87%
456 Internet Service	599.95	1,700.00	-1,100.05	35.29%
469 Oper. & Mant. Exp-Sec sys	170.32	800.00	-629.68	21.29%
475 Annual Election	0.00	1,300.00	-1,300.00	0.0%
476 Education / Training	0.00	2,000.00	-2,000.00	0.0%
477 Meetings/ Registration Fee	348.00	900.00	-552.00	38.67%
478 Building Fund	0.00	1,500.00	-1,500.00	0.0%
479 Programming	77.68	4,000.00	-3,922.32	1.94%
480 T/ Falls Contract	875.00	3,500.00	-2,625.00	25.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
P 9010.800 NYS Retirement	-260.84	29,000.00	-29,260.84	-0.9%
P9040.800 Workers Compensation	1,910.00	2,800.00	-890.00	68.21%



## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1 through October 19, 2020

	<u>Jul 1 - Oct 19, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
P9055.800 disability	0.00	330.00	-330.00	0.0%
P9060.800 Health Insurance				
Health Flex Plan	92.29	2,000.00	-1,907.71	4.62%
Health Insurance Buyout	0.00	2,000.00	-2,000.00	0.0%
P9060.800 Health Insurance - Other	<u>5,843.44</u>	<u>30,000.00</u>	<u>-24,156.56</u>	<u>19.48%</u>
Total P9060.800 Health Insurance	5,935.73	34,000.00	-28,064.27	17.46%
Payroll Expenses				
Direct Deposit Fees	40.00	400.00	-360.00	10.0%
P7410.141 Library Director	8,924.80	58,000.00	-49,075.20	15.39%
P7410.143 Library Clerk	5,126.40	33,321.60	-28,195.20	15.39%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	2,331.20	15,152.80	-12,821.60	15.39%
P7410.147 Clerk	2,587.20	16,816.80	-14,229.60	15.39%
P7410.148 Page	0.00	2,846.40	-2,846.40	0.0%
P7410.150 page	4,892.80	31,803.20	-26,910.40	15.39%
P7410.151 Page	0.00	2,000.00	-2,000.00	0.0%
P7410.154 Library Page	0.00	722.40	-722.40	0.0%
Payroll Expenses - Other	<u>21,765.17</u>	<u>0.00</u>	<u>21,765.17</u>	<u>100.0%</u>
Total Payroll Expenses	45,667.57	195,383.20	-149,715.63	23.37%
Payroll Taxes				
P9030.800 SS / Med				
FICA	2,826.43	12,088.96	-9,262.53	23.38%
Medical	<u>661.01</u>	<u>2,882.08</u>	<u>-2,221.07</u>	<u>22.94%</u>
Total P9030.800 SS / Med	<u>3,487.44</u>	<u>14,971.04</u>	<u>-11,483.60</u>	<u>23.3%</u>
Total Payroll Taxes	<u>3,487.44</u>	<u>14,971.04</u>	<u>-11,483.60</u>	<u>23.3%</u>
Total Expense	<u>97,114.85</u>	<u>424,734.24</u>	<u>-327,619.39</u>	<u>22.87%</u>
Net Ordinary Income	<u>117,746.04</u>	<u>0.00</u>	<u>117,746.04</u>	<u>100.0%</u>
Net Income	<u><u>117,746.04</u></u>	<u><u>0.00</u></u>	<u><u>117,746.04</u></u>	<u><u>100.0%</u></u>

Director's Report  
October 22, 2020

Some important system-wide updates to make you all aware of – Finkelstein Memorial Library has been closed for the past 3 weeks or so and they are unsure when they will be allowed to open again due to being in a COVID hot-spot. They are not filling any hold requests, nor are they receiving any RCLS deliveries. A few of the other Rockland County libraries have dialed back their services and are once again only offering curbside services. I've been keeping an eye on numbers in our area and right now, we're comfortable continuing as we have been – curbside pick-ups and in building use by appointment only for just 30 minutes/day. I don't foresee us expanding on this anytime soon at this point. Our usage has increased a bit since last month, but it's still very slow – our busier days (at least curbside wise) tend to be Mondays, Wednesdays, and Fridays, which are also our delivery days.

\*  
Per email from RCLS this likely only applies to private employers

Back in April, Governor Cuomo signed a new law which took effect September 30<sup>th</sup>, mandating that employers provide employees with unpaid or paid sick leave, depending on size, budget, etc. We must provide our employees with 40 hours of paid sick leave (which we do – ours is just called Paid Time Off, but staff can use it as they need to). The part that will affect us – and that we'll need to keep in mind – is we have to provide paid sick leave to ALL employees, even those hired just temporarily for the summer. Employees are entitled to accrue 1 hour of paid sick leave for every 30 hours that they work. This means that should we ever get back to the point of needing summer help, they will be entitled to 1 hour for every 30 hours that they work. We'll need to sit down and update our personnel policy to reflect this change, as well as to make sure that it is clear, that this time does not get paid out at the end of employment. All employees are also entitled to carry unused time over into the new year (which we allow time carryover now, so that is nothing new). No regulations have yet been released from the state on the administering/monitoring of this, so when those do get released, we'll have a better idea of what we need to do on our end.

As I mentioned last month, RCLS is working on updating their plan of service. To do so, they are hosting virtual Zoom meetings with various groups involved directly with RCLS. I believe you all should have received an email about this – or the email will be forthcoming, but there are 4 dates and times in November that

are dedicated to trustees. Monday November 9<sup>th</sup> at 6pm, Tuesday November 10<sup>th</sup> at 6pm, Thursday November 19<sup>th</sup> at 10am, and Saturday November 21<sup>st</sup> at 10am. You can sign up for whichever date/time works best for you on the RCLS calendar. As it gets closer to the date, you'll be emailed the Zoom link needed to attend the focus group. I'll be sure to remind you guys of this next month as well.

The 2 Zoom programs Amanda had scheduled for this month were a complete bust. Nobody signed up for either so they didn't happen. Her craft to go kits have been pretty well received though, so we'll continue with those. We initially were going to do just 1/month for kids and 1/month for adults, but she's come up with a 2<sup>nd</sup> one for each for this month, and is planning on offering new kits for each every 2 weeks. As long as they remain popular, we'll continue with them.

As a reminder, we're still operating on an abbreviated schedule and just Monday – Friday. Speaking with other Sullivan County library directors, most are not planning on returning to “normal” hours anytime soon, and it does not appear as though any will be expanding upon what they are currently offering service wise. We're all still limited time in the building for patrons and most are encouraging appointments, though appointments aren't required. Most are, however, continuing to keep their doors locked (they have the push bars so are able to keep them locked from the outside, but patrons inside can easily exit). As a FYI, we keep our doors locked, unless we have a patron(s) in the building – we can't lock them in.

Respectfully submitted,  
Kelly



## FALLSBURG LIBRARY

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### Fallsburg Library Holiday Closings for 2021

Friday January 1 <sup>st</sup>	New Year's Day
Monday January 18 <sup>th</sup>	Martin Luther King Jr. Day
Monday February 15 <sup>th</sup>	President's Day
Sunday April 4 <sup>th</sup>	Easter Sunday
Monday May 31 <sup>st</sup>	Memorial Day
Sunday July 4 <sup>th</sup>	Independence Day
Monday September 6 <sup>th</sup>	Labor Day
Monday October 11 <sup>th</sup>	Columbus Day
Thursday November 11 <sup>th</sup>	Veteran's Day
Wednesday November 24 <sup>th</sup>	Thanksgiving Eve (Close @ 3pm)
Thursday & Friday November 25 <sup>th</sup> & 26 <sup>th</sup>	Thanksgiving Observance
Friday & Sunday December 24 <sup>th</sup> & 26 <sup>th</sup>	Christmas Observance
Friday December 31 <sup>st</sup>	New Year's Eve (Close @ 3pm)