

Fallsburg Library Trustee Monthly Meeting  
January 28, 2021  
\*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	Absent - excused
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

- **December 17, 2021 Regular Meeting-** Board member Judith Merone moved and board member, Ronnie Cohen seconded a motion to approve board minutes as presented. All in favor.

Financial Reports

As of December 31, 2020 Catskill Hudson Bank Statement:

Summary of Account:

<b>Checking</b>	\$43,670.74
<b>Money Market</b>	\$170,570.26
<b>ICS</b>	\$825,403.60

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\$1,039,644.60

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

12/15/2020	\$197.00
12/31/2020	\$80.60 (interest)

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

### **Approval of Warrants**

**January 19, 2021** in the amount of \$4,982.16.

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

**January 26, 2021** in the amount of \$7,775.21.

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

### **Approval of Budget Amendments**

**January 28, 2021**- local library service aid that increases revenue

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

### **Director's Report**

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

### **Old Business**

N/A

### **New Business**

Board member Judith Merone moved and board member, Ronnie Cohen seconded a motion to approve the resolution to adopt LGS-1 for records retention. All in favor.

Board member Judith Merone moved and board member, Ronnie Cohen seconded a motion to approve the updated Records Retention and Disposition Policy as presented. All in favor.

### **Correspondence**

Letter received from NYLA about the Library Trustees Association (LTA) now being a section of NYLA. When we renew our organizational membership we can pay a nominal extra fee for all trustees to become part of the LTA section as well (looks to be about \$30).

### **Committee Reports**

Personnel- Judith Merone 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 Katherine Rosado-Houser moved and board member Judith Merone seconded the motion to go into an executive session at 5:29pm to discuss personnel matters and pending litigation. All in favor.

Board member Judith Merone moved and board member Ronnie Cohen seconded the motion to exit the executive session at 5:50pm. All in favor.

**Adjournment**

Board member Ronnie Cohen moved and board member Judith Merone seconded the motion to adjourn the meeting at 5:51pm. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
January 28, 2021

- Pledge
- Public Comment
- Approval of Minutes
  - December 17, 2020
- Financial Report
- Approval of Warrant(s)
  - January 19, 2021
  - January 26, 2021
- Approval of Budget Amendments
  - January 28, 2021
- Director Report
- Old Business
- New Business
  - Resolution to adopt LGS-1 for records retention
  - Records Retention and Disposition Policy \*Update\*
- Correspondence
- Committee Reports
  - Budget
  - Building/Grounds
  - Personnel
- Adjournment

Board of Trustees Meeting  
January 28, 2021  
Financial Report

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

Summary of Account:

Checking	\$ 43,670.74
Money Market	170,570.26
ICS	825,403.60
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	\$ 1,039,644.60

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

12/15/2020	\$197.00
12/31/2020	\$80.60 (Interest)

# Fallsburg Library Transactions by Account

As of January 19, 2021

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill	01/19/2021	AFLAC	AFLAC		AFLAC Liab	62.04	0.00
Bill	01/19/2021	AIR Rent Property Group LLC	AIR Rent Property Group LLC		453 Rent	3,300.00	62.04
Bill	01/19/2021	Ameri Gas	Ameri Gas		450 Utilities-Electric, Propane	23.98	3,362.04
Bill	01/19/2021	Card Member Service	Card Member Service		479 Programming	138.10	3,386.02
Bill	01/19/2021	Coast to Coast Solutions	Coast to Coast Solutions		483 Local Lib Service Aid	383.20	3,524.12
Bill	01/19/2021	DeLage Landen Financial Services	DeLage Landen Financial Services		200 Equipment	88.35	3,907.32
Bill	01/19/2021	Fallsburg Central School Districts	Fallsburg Central School Districts		434 Publicity / Printing	30.00	3,985.67
Bill	01/19/2021	fox Ledge, Inc	fox Ledge, Inc		451 Custodial Supplies	7.75	4,025.67
Bill	01/19/2021	HR Direct	HR Direct		430 Office/library supplies	79.99	4,033.42
Bill	01/19/2021	Monticello Greenhouse	Monticello Greenhouse		429 Misc.	56.00	4,113.41
Bill	01/19/2021	NYSEG	NYSEG		450 Utilities-Electric, Propane	72.96	4,169.41
Bill	01/19/2021	PN Fire & Burglar Alarm Co. Inc	PN Fire & Burglar Alarm Co. Inc		469 Oper. & Mant. Exp-Sec sys	288.00	4,242.37
Bill	01/19/2021	Time Warner Cable	Time Warner Cable		456 Internet Service	119.99	4,530.37
Bill	01/19/2021	United Healthcare prescription	United Healthcare prescription		P9060.800 Health Insurance	81.80	4,650.36
Bill	01/19/2021	United Healthcare	United Healthcare		P9060.800 Health Insurance	250.00	4,732.16
Total Accounts Payable						4,982.16	4,982.16
<b>TOTAL</b>						<b>4,982.16</b>	<b>4,982.16</b>

# Fallsburg Library

## Transactions by Account

As of January 26, 2021

Accounts Payable

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill	01/26/2021		Baker & Taylor Inc		410 Books	488.44	488.44
Bill	01/26/2021		Constellation		450 Utilities-Electric, Propane	6.55	494.99
Bill	01/26/2021		Michael Fredrick		410 Books	44.00	538.99
Bill	01/26/2021		Mid West Tape		412 Record books	39.99	578.98
Bill	01/26/2021		MVP Health Care Inc		P9060.800 Health Insurance	926.34	1,505.32
Bill	01/26/2021		Over Drive, Inc		415 e-content	480.45	1,985.77
Bill	01/26/2021		Allrecipes Magazine		413 Periodicals	11.00	1,996.77
Bill	01/26/2021		Home Life, Inc		413 Periodicals	25.00	2,021.77
Bill	01/26/2021		Quill Corporation		451 Custodial supplies	56.99	2,078.76
Bill	01/26/2021		Ramapo Catskill Library System		415/432/436 e-content/telecommur	5,332.35	7,411.11
Bill	01/26/2021		Town of Fallsburg		431 telephone	75.85	7,486.96
Bill	01/26/2021		United Healthcare		P9060.800 Health Insurance	250.00	7,736.96
Bill	01/26/2021		Kelly Wells (petty cash)		479 Programming	38.25	7,775.21
						<u>7,775.21</u>	<u>7,775.21</u>
						<u><b>7,775.21</b></u>	<u><b>7,775.21</b></u>

Total Accounts Payable  
**TOTAL**

FY 2020-2021  
 Fallsburg Library  
 Budget Amendments  
 Board of Trustees Monthly Meeting  
 January 28, 2021

**Increase**

**Increase**

<b>Exp. Code</b>	<b>Description</b>	<b>Amount</b>	<b>Rev. Code</b>	<b>Description</b>	<b>Amount</b>
P7410.483	LLSA	\$2,195.00	P2760.30	LLSA	\$2,195.00
	<b>Total Increase</b>	<b>\$2,195.00</b>		<b>Total Increase</b>	<b>\$2,195.00</b>



## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1, 2020 through January 19, 2021

	Jul 1, '20 - Jan 19, 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
P1001 Property Taxes	421,184.24	421,184.24	0.00	100.0%
P2082 Book Fines	323.06	500.00	-176.94	64.61%
P2401 Interest and Earnings	3,875.62	1,000.00	2,875.62	387.56%
P2705.00 Gifts and Donations	65.80	50.00	15.80	131.6%
P2760.30 LSG Local Lib Serv.Aid	2,195.00	0.00	2,195.00	100.0%
P2770.95 Ins Dividends	436.40	0.00	436.40	100.0%
P2770.99 Copy Mach/Fax fees	752.65	2,000.00	-1,247.35	37.63%
<b>Total Income</b>	<b>428,832.77</b>	<b>424,734.24</b>	<b>4,098.53</b>	<b>100.97%</b>
<b>Expense</b>				
200 Equipment	706.80	1,400.00	-693.20	50.49%
410 Books	3,930.95	9,500.00	-5,569.05	41.38%
411 Films,DVD or VHS	480.94	4,000.00	-3,519.06	12.02%
412 Recordings /Tapes, discs	92.97	2,000.00	-1,907.03	4.65%
413 Periodicals	428.15	1,400.00	-971.85	30.58%
415 e-content	3,613.79	6,000.00	-2,386.21	60.23%
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	387.00	400.00	-13.00	96.75%
428 Envisionware	317.05	500.00	-182.95	63.41%
429 Misc.	104.00	300.00	-196.00	34.67%
430 Office/Book/Library supply	746.45	3,000.00	-2,253.55	24.88%
431 Telephone	315.46	1,200.00	-884.54	26.29%
432 Telecommunications	1,402.44	3,500.00	-2,097.56	40.07%
433 Postage	175.00	400.00	-225.00	43.75%
434 Publicity / Printing	216.94	500.00	-283.06	43.39%
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	1,785.00	10,650.00	-8,865.00	16.76%
438 Membership dues	127.50	800.00	-672.50	15.94%
450 Utilities-Electric, Propane	846.43	6,000.00	-5,153.57	14.11%
451 Custodial Supplies	547.50	700.00	-152.50	78.21%
452 Cleaning Contract	900.00	1,800.00	-900.00	50.0%
453 Rent	22,504.42	48,000.00	-25,495.58	46.88%
454 Insurance	5,848.28	6,100.00	-251.72	95.87%
456 Internet Service	959.92	1,700.00	-740.08	56.47%
469 Oper. & Mant. Exp-Sec sys	458.32	800.00	-341.68	57.29%
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	864.34	4,000.00	-3,135.66	21.61%
480 T/ Falls Contract	1,750.00	3,500.00	-1,750.00	50.0%
483 Local Lib Service Aid	383.20	0.00	383.20	100.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%

## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1, 2020 through January 19, 2021

	Jul 1, '20 - Jan 19, 21	Budget	\$ Over Budget	% of Budget
P 9010.800 NYS Retirement	21,501.16	29,000.00	-7,498.84	74.14%
P9040.800 Workers Compensation	1,910.00	2,800.00	-890.00	68.21%
P9055.800 disability	176.40	330.00	-153.60	53.46%
P9060.800 Health Insurance				
Health Flex Plan	336.29	2,000.00	-1,663.71	16.82%
Health Insurance Buyout	500.00	2,000.00	-1,500.00	25.0%
P9060.800 Health Insurance - Other	9,880.60	30,000.00	-20,119.40	32.94%
<b>Total P9060.800 Health Insurance</b>	<b>10,716.89</b>	<b>34,000.00</b>	<b>-23,283.11</b>	<b>31.52%</b>
Payroll Expenses				
Direct Deposit Fees	90.00	400.00	-310.00	22.5%
P7410.141 Library Director	20,080.80	58,000.00	-37,919.20	34.62%
P7410.143 Library Clerk	11,534.40	33,321.60	-21,787.20	34.62%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	3,948.47	15,152.80	-11,204.33	26.06%
P7410.147 Clerk	4,285.05	16,816.80	-12,531.75	25.48%
P7410.148 Page	0.00	2,846.40	-2,846.40	0.0%
P7410.150 page	11,008.80	31,803.20	-20,794.40	34.62%
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	26,565.66	0.00	26,565.66	100.0%
<b>Total Payroll Expenses</b>	<b>77,513.18</b>	<b>195,383.20</b>	<b>-117,870.02</b>	<b>39.67%</b>
Payroll Taxes				
P9030.800 SS / Med				
FICA	4,827.33	12,088.96	-7,261.63	39.93%
Medical	1,128.97	2,882.08	-1,753.11	39.17%
<b>Total P9030.800 SS / Med</b>	<b>5,956.30</b>	<b>14,971.04</b>	<b>-9,014.74</b>	<b>39.79%</b>
<b>Total Payroll Taxes</b>	<b>5,956.30</b>	<b>14,971.04</b>	<b>-9,014.74</b>	<b>39.79%</b>
<b>Total Expense</b>	<b>176,045.97</b>	<b>424,734.24</b>	<b>-248,688.27</b>	<b>41.45%</b>
<b>Net Ordinary Income</b>	<b>252,786.80</b>	<b>0.00</b>	<b>252,786.80</b>	<b>100.0%</b>
<b>Net Income</b>	<b>252,786.80</b>	<b>0.00</b>	<b>252,786.80</b>	<b>100.0%</b>

Director's Report  
January 28, 2021

One of the things I have been working on over the past month is printing off the parts of the new retention schedule - that NYS is requiring local governments to use for their records retention/destruction plans - which would apply to us. As such, there is a new resolution and an update to our records retention policy for you guys to vote on and approve a little later. I'm trying to update our procedural binder for all of this as well, to hopefully make the process of record destruction much simpler and more efficient in the future, but we have a LONG ways to go on that.

RCLS is making a change to the email system that we use, as the one we currently have has been crashing a lot and has just been awful to deal with. With the new system - which will be with Microsoft - there will be an annual fee for some of our emails. Mine will definitely require the fee - as the fee provides more security against hackers. The rest of the staff will start out with the free licenses, and hopefully we'll be able to stick with that, but that remains to be seen.

The State Annual Report due date has been pushed back due to COVID - normally I have to have it submitted to RCLS by early February and they, in turn, need to have the entire system's reports submitted to the state to March 1. This year, our due date to RCLS will be end of February and their due date is April 1. The reporting software was just opened Tuesday evening, so I have JUST started to work on it. Once the report is completed, I will start to work on the budget to have that ready for the budget committee to meet end of February/early March.

This past Tuesday I sat in on one of Grace's trustee trainings - it was one for the minimum standards, which Judy sat in on as well. As I have mentioned at previous meetings, the minimum standards that public libraries have to meet in NYS have changed as of January 1, 2021. While we meet most of them, we will have to work on making sure we meet all of them this year. The biggest piece of that is going to be updating our long range plan. I will send out a link tomorrow that goes to NYS DLD's website which lists what the new standards are so you all can peruse them and get familiar with them.

Respectfully submitted,  
Kelly



## FALLSBURG LIBRARY

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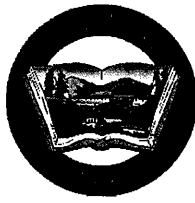
**RESOLVED**, By the Board of Trustees of the Fallsburg Library that *Retention and Disposition Schedule for New York Local Government Records*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records* after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

I certify that the foregoing resolution was duly adopted by the Fallsburg Library Board of Trustees at a properly noticed open meeting held on the day of January 28, 2021, at which a quorum was present.

Signed \_\_\_\_\_ Director Kelly Wells



## **Fallsburg Library**

### RECORDS RETENTION AND DISPOSITION POLICY

The records of the Fallsburg Library will be retained and disposed of in accordance with the schedules published in *Records Retention and Disposition Schedule for New York Local Government Records* issued by The University of the State of New York, The State Education Department, New York State Archives and containing legal minimum retention periods for local government records.

The Director, and/or Director designee with Board of Trustees' approval, shall serve as the Records Management Officer of the Library in order to insure compliance with the aforementioned *Records Retention and Disposition Schedule for New York Local Government Records*.

The Director shall serve as the Records Management Officer for FOIL Requests for the Library in order to insure compliance with the *Freedom of Information Law*.

A Records Retention Handbook will be created and maintained detailing the specific procedures to be utilized at the Fallsburg Library.