

Fallsburg Library Trustee Monthly Meeting
May 20, 2021
*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	Present
Katherine Rosado-Houser Board Secretary	Present
Kelly Wells, Director	Present

Meeting Commenced at 5:20 P.M.

Public Comment

N/A

Approval of Minutes

- **April 22, 2021 Regular Meeting-** Board member Judith Merone moved and board member, Sonny Smith seconded a motion to approve board minutes as presented. All in favor.

Financial Reports

As of April 30, 2021 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$28,466.19
Money Market	\$95,038.23
ICS	\$826,621.00

\$ 950,125.42

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

4/15/2021	\$652.80
4/30/2021	\$833.39
4/30/2021	\$ 30.69 (interest)

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

May 13, 2021 in the amount of \$2,467.19.

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

May 18, 2021 in the amount of \$9,092.16

Board member, Ronnie Cohen moved and board member, Renee Kates 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-** 20 year lease would be the best option for inclusion of renovations.

New Business

Community Survey- will utilize google form for online option and outreach to school to reach the community

Approval for carry-over of PTO hours

Board member, Judith Merone moved and board member Sonny Smith seconded a motion to allow Virginia Faustner and Kelly Wells to carry over up to 300 hours each of unused PTO to FY 2021-2022. All in favor.

Latest NYS Mask Guidance-Adjustments to Library? Discussion ensued. Board determined that masks must still be worn in the library by those over the age of 2, regardless of vaccination status. Masks may be provided, one time, for those who have forgotten to bring one from home. Topic will be revisited each month.

Correspondence

N/A

Committee Reports

Personnel- Judith Merone and David Lawrence

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 executive session at 6:13 pm to discuss pending litigation. All in favor.

Board member Judith Merone moved and board member Renee Kates seconded a motion to exit the executive session at 6:21pm. All in favor.

Adjournment

Board member Ronnie Cohen moved and board member Renee Kates seconded the motion to adjourn the meeting at 6:31pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
May 20, 2021

- Pledge
- Public Comment
- Approval of Minutes
 - April 22, 2021
- Financial Report
- Approval of Warrant(s)
 - May 13, 2021
 - May 18, 2021
- Director Report
- Old Business
 - Lease Discussion
- New Business
 - Community Survey
 - Approval for carry-over of PTO hours
 - Latest NYS Mask Guidance – Adjustments to Library?
- Correspondence
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
May 20, 2021
Financial Report

As of the April 30, 2021 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$ 28,466.19
Money Market	95,038.23
ICS	826,621.00
<hr/>	
	\$ 950,125.42

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

4/15/2021	\$652.80
4/30/2021	\$833.39
4/30/2021	\$30.69 (Interest)

Fallsburg Library
Transactions by Account
As of May 13, 2021

Accounts Payable	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
	Bill	05/13/2021		Ameri Gas			450	Utilities-Electric, Propane	1,571.81	1,571.81
	Bill	05/13/2021		Constellation			450	Utilities-Electric, Propane	7.72	1,579.53
	Bill	05/13/2021		Greenwald-Doherty LLP			437	Professional Fees	807.50	2,387.03
	Bill	05/13/2021		NYSEG			450	Utilities-Electric, Propane	80.16	2,467.19
Total Accounts Payable									<u>2,467.19</u>	<u>2,467.19</u>
TOTAL									<u><u>2,467.19</u></u>	<u><u>2,467.19</u></u>

**Fallsburg Library
Transactions by Account
As of May 18, 2021**

Accounts Payable		Type	Date	Name	Split	Amount	Balance	
							0.00	
Bill	05/18/2021			AFLAC		62.04	62.04	
Bill	05/18/2021			AIR Rent Property Group LLC		3,300.00	3,362.04	
Bill	05/18/2021			Amazon Capital Service		177.77	3,539.81	
Bill	05/18/2021			Baker & Taylor Inc		662.02	4,201.83	
Bill	05/18/2021			Blackstone Publishing		7.95	4,209.78	
Bill	05/18/2021			Card Member Service		293.66	4,503.44	
Bill	05/18/2021			Collaborative Summer Lib. Program		142.11	4,645.55	
Bill	05/18/2021			Delage Landen Financial Services		88.35	4,733.90	
Bill	05/18/2021			Demco		203.48	4,937.38	
Bill	05/18/2021			Electronic Business Products, Inc		60.73	4,998.11	
Bill	05/18/2021			EWaster+		138.70	5,136.81	
Bill	05/18/2021			fox Ledger, Inc		7.75	5,144.56	
Bill	05/18/2021			Kanopy, INC.		45.00	5,189.56	
Bill	05/18/2021			MidWest Tape		455.85	5,645.41	
Bill	05/18/2021			Monticello Greenhouse		48.00	5,693.41	
Bill	05/18/2021			Over Drive, Inc		409.47	6,102.88	
Bill	05/18/2021			Page Turner Adventures		425.00	6,527.88	
Bill	05/18/2021			Quill Corporation		84.98	6,612.86	
Bill	05/18/2021			Ramapo Catskill Library System		2,097.33	8,710.19	
Bill	05/18/2021			Sullivan County Democrat		48.77	8,758.96	
Bill	05/18/2021			Time Warner Cable		119.99	8,878.95	
Bill	05/18/2021			Town of Fallsburg		75.97	8,954.92	
Bill	05/18/2021			United Healthcare		40.90	8,995.82	
Bill	05/18/2021			Kelly Wells (petty cash)		96.34	9,092.16	
Total Accounts Payable							9,092.16	9,092.16
TOTAL							9,092.16	9,092.16

Fallsburg Library
Profit & Loss Budget vs. Actual
July 1, 2020 through May 18, 2021

	Jul 1, '20 - May 18, 21	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	459.84	500.00	-40.16	91.97%
P2401 Interest and Earnings	5,743.28	1,000.00	4,743.28	574.33%
P2705.00 Gifts and Donations	109.75	50.00	59.75	219.5%
P2760.30 LSG Local Lib Serv.Aid	3,048.80	3,048.80	0.00	100.0%
P2770.80 PILOT	1,588.59	1,588.59	0.00	100.0%
P2770.95 Ins Dividends	1,198.71	0.00	1,198.71	100.0%
P2770.99 Copy Mach/Fax fees	1,243.95	2,000.00	-756.05	62.2%
Total Income	434,577.16	429,371.63	5,205.53	101.21%
Expense				
200 Equipment	1,060.20	1,400.00	-339.80	75.73%
410 BookS	6,912.90	9,500.00	-2,587.10	72.77%
411 Films,DVD or VHS	1,073.27	4,000.00	-2,926.73	26.83%
412 Recordings /Tapes, discs	452.83	2,000.00	-1,547.17	22.64%
413 Periodicals	582.15	1,400.00	-817.85	41.58%
415 e-content	6,512.83	6,000.00	512.83	108.55%
416 Service & Web Fees	1,887.98	2,000.00	-112.02	94.4%
417 Web Host	121.68	150.00	-28.32	81.12%
418 licenses	387.00	400.00	-13.00	96.75%
428 Envisionware	317.05	500.00	-182.95	63.41%
429 Misc.	152.00	300.00	-148.00	50.67%
430 Office/Book/Library supply	1,966.64	3,000.00	-1,033.36	65.56%
431 Telephone	622.11	1,200.00	-577.89	51.84%
432 Telecommunications	2,753.78	3,500.00	-746.22	78.68%
433 Postage	230.00	400.00	-170.00	57.5%
434 Publicity / Printing	329.94	500.00	-170.06	65.99%
435 Travel / Meal	54.63	2,000.00	-1,945.37	2.73%
436 Anser/Automation	16,355.54	20,000.00	-3,644.46	81.78%
437 Professional Fees	5,030.00	10,650.00	-5,620.00	47.23%
438 Membership dues	595.00	800.00	-205.00	74.38%
450 Utilities-Electric, Propane	2,786.59	6,000.00	-3,213.41	46.44%
451 Custodial Supplies	749.30	700.00	49.30	107.04%
452 Cleaning Contract	1,350.00	1,800.00	-450.00	75.0%
453 Rent	35,704.42	48,000.00	-12,295.58	74.38%
454 Insurance	5,848.28	6,100.00	-251.72	95.87%
456 Internet Service	1,439.88	1,700.00	-260.12	84.7%
469 Oper. & Mant. Exp-Sec sys	458.32	800.00	-341.68	57.29%
475 Annual Election	48.77	1,300.00	-1,251.23	3.75%
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	2,665.06	4,000.00	-1,334.94	66.63%
480 T/ Falls Contract	2,625.00	3,500.00	-875.00	75.0%
483 Local Lib Service Aid	2,026.37	3,048.80	-1,022.43	66.47%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2020 through May 18, 2021

	Jul 1, '20 - May 18, 21	Budget	\$ Over Budget	% of Budget
492 Pilot	0.00	1,588.59	-1,588.59	0.0%
499 Volunteer Recognition/Staff	0.00	250.00	-250.00	0.0%
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	14,499.56	30,000.00	-15,500.44	48.33%
Total P9060.800 Health Insurance	15,335.85	34,000.00	-18,664.15	45.11%
Payroll Expenses				
Direct Deposit Fees	203.00	400.00	-197.00	50.75%
P7410.141 Library Director	44,624.00	58,000.00	-13,376.00	76.94%
P7410.143 Library Clerk	25,632.00	33,321.60	-7,689.60	76.92%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	6,702.19	15,152.80	-8,450.61	44.23%
P7410.147 Clerk	7,680.75	16,816.80	-9,136.05	45.67%
P7410.148 Page	0.00	2,846.40	-2,846.40	0.0%
P7410.150 page	24,464.00	31,803.20	-7,339.20	76.92%
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	16,038.69	0.00	16,038.69	100.0%
Total Payroll Expenses	125,344.63	195,383.20	-70,038.57	64.15%
Payroll Taxes				
P9030.800 SS / Med				
FICA	7,787.91	12,088.96	-4,301.05	64.42%
Medical	1,821.36	2,882.08	-1,060.72	63.2%
Total P9030.800 SS / Med	9,609.27	14,971.04	-5,361.77	64.19%
Total Payroll Taxes	9,609.27	14,971.04	-5,361.77	64.19%
Total Expense	277,324.83	429,371.63	-152,046.80	64.59%
Net Ordinary Income	157,252.33	0.00	157,252.33	100.0%
Net Income	157,252.33	0.00	157,252.33	100.0%

Director's Report
May 18, 2021

As I'm sure you're all aware by now, Governor Cuomo has lifted the mask mandates imposed by the NYS last April – based on the latest guidance from the CDC. Those who are not fully vaccinated are supposed to continue to wear masks, while those who are fully vaccinated do not need to wear them – except in special situations/facilities – of which libraries are not included. I have put this under 'new business' on the agenda so we can discuss and approve whatever guidelines we are going to be putting in place to try and follow the latest data.

We started to leave our doors unlocked the week of May 10th. We have not publicized it too much yet, as we're just seeing how things go. We still have the 30 minute limitation in place, and still strongly encouraging appointments for the computers to continue social distancing – though we need to revisit that with the CDC's and NYS's new guidance.

So far, the library has a credit of \$91 with Baker and Taylor through the Sustainable Shelves program I discussed last month! I've slowed down on weeding this month as I've been focused on staying up to date on the latest COVID guidance and figuring out how that impacts us as we move forward with reopening more. I am planning to restart Sunday hours beginning Sunday June 6th. Since we'll be close to when we would be starting our summer hours, our Sunday hours will be what we typically do in the summer – 9am-1pm. (As a reminder, during the rest of the year, Sunday hours are typically 9:30am-2pm). We're also getting close to the end of our fiscal year so I'm making sure things continue to go smoothly so we can wrap up the fiscal year as quickly and smoothly as possible.

I will be emailing everyone the Free Direct Access Plan 2022-2026 for approval at our June meeting. It's a document detailing the reciprocal lending policies among member libraries, what excessive use is defined as, etc. etc. Myself and 4 other member library directors worked closely with Grace updating this document. It needs to be approved before August 14, 2021, but is rather lengthy so I wanted to give you guys time to review it if you so choose.

Upcoming RCLS Trustee Training sessions include the following (everything being offered online/via Zoom for the time being).

Tuesday May 25 at 6pm – Trustee Training 101: Basic Library Trustee Education

Tuesday June 1 at 6pm – Trustee Training Tuesday – Board Governance

Tuesday June 15 at 6pm – Trustee Training Tuesday – Finances

Tuesday June 22 at 6pm – Trustee Training 101: Basic Library Trustee Education

Respectfully submitted,
Kelly