

Fallsburg Library Trustee Monthly Meeting

June 24, 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 5:15 P.M.

Public Comment

N/A

Approval of Minutes

- **May 20, 2021- Public Hearing-** Board member Judith Merone moved and board member Sonny Smith, seconded a motion to approve public hearing.
- **May 20, 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 May 31, 2021 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$45,655.34
Money Market	\$55,254.85
ICS	\$826,831.00
<hr/>	
	\$ 927,741.81

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

5/11/2021	\$106.00
5/19/2021	\$ 89.00
5/31/2021	\$ 21.62 (interest)

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

Approval of Warrants

May 25, 2021 in the amount of \$2,672.50.

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

June 11, 2021 in the amount of \$7,103.39

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

June 16, 2021 in the amount of \$3,484.94.

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

June 22, 2021 in the amount of \$5, 837.24

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 Transfers

_____ **June 24, 2021** in the amount of \$4,311.20.

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

Director's Report

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

Old Business

_____ **Lease discussion-** Library will seek a 20 year lease.

Latest on NYS Mask Guidelines- Board consensus that masks are to continue to be worn in the library, regardless of vaccination status. Mask wearing will be re-evaluated at the next Board meeting. All in favor.

Fine Free Discussion- We have been fine free since the start of the pandemic. Director Wells stated that it really has not had an impact on the length of time that people keep items out for - most people have been returning items on time. If we go fine free, the

length of time that a patron gets billed for an overdue item can be shortened. Damaged and lost books will be charged to the patron. If brought back in good condition, the fine will be waived. Board member Renee Kates moved and board member David Lawrence seconded a motion to go 'fine free.' All in favor.

New Business

2022-2026 Free Direct Access Plan- Board member Renee Kates moved and Board member Judith Merone seconded a motion to accept the RCLS 2022-2026 Free Direct Access Plan as presented. All in favor.

2022-2026 RCLS Plan of Service- Board member Judith Merone moved and Board member Ronnie Cohen seconded a motion to accept the 2022-2026 RCLS Plan of Service as presented. All in favor.

Juneteenth- Juneteenth is now a federal holiday. The library will be closed for Juneteenth beginning next year. Board member Ronnie Cohen clarified that the library will only be closed on the date itself, June 19th. All in favor.

Reorganization Meeting - Board consensus to hold the Board of Trustees reorganization meeting on July 15th at 5:15pm at the library. A regular Board of Trustees meeting will follow the reorganization meeting. All in favor.

Correspondence

N/A

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 Renee Kates moved and board member Judith Merone seconded the motion to go into executive session at 6:04 pm to discuss pending litigation. All in favor.

Board member Renee Kates moved and board member Ronnie Cohen seconded a motion to exit the executive session at 6:33pm. All in favor.

Adjournment

Board member Ronnie Cohen moved and board member Sonny Smith seconded the motion to adjourn the meeting at 6:34pm. All in favor.

Fallsburg Library Trustee Monthly Meeting
Agenda
June 24, 2021

- Pledge
- Public Comment
- Approval of Minutes
 - May 20, 2021 – Public Hearing
 - May 20, 2021
- Financial Report
- Approval of Warrant(s)
 - May 25, 2021
 - June 11, 2021
 - June 16, 2021
 - June 22, 2021
- Approval of Budget Transfers
 - June 24, 2021
- Director Report
- Old Business
 - Lease Discussion
 - Latest on NYS Mask Guidance
 - Fine Free Discussion
- New Business
 - 2022-2026 Free Direct Access Plan
 - 2022-2026 RCLS Plan of Service
 - Juneteenth
 - Reorganization Meeting (within first 15 days of July)
- Correspondence
- Committee Reports
 - Budget
 - Building/Grounds
 - Personnel
- Adjournment

Board of Trustees Meeting
June 24, 2021
Financial Report

As of the May 31, 2021 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	45,655.34
Money Market		55,254.85
ICS		826,831.62
<hr/>		
	\$	927,741.81

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

5/11/2021	\$106.00
5/19/2021	\$89.00
5/31/2021	\$21.62 (Interest)

Fallsburg Library
Transactions by Account
As of May 25, 2021

Accounts Payable	Type	Date	Num	Name	Memo	Class	Cl	Split	Amount	Balance
	Bill	05/25/2021		Greenwald-Doherty LLP			437	Professional Fees	2,422.50	2,422.50
	Bill	05/25/2021		United Healthcare			P9060.800	Health Insurance	250.00	2,672.50
Total Accounts Payable									<u>2,672.50</u>	2,672.50
TOTAL									<u><u>2,672.50</u></u>	<u><u>2,672.50</u></u>

Fallsburg Library
Transactions by Account
As of June 11, 2021

Accounts Payable	Type	Date	Num	Name	Memr Class	Clr	Split	Amount	Balance
	Bill	06/10/2021		AFLAC		AFLAC Liab		62.04	62.04
	Bill	06/10/2021		AIR Rent Property Group LLC		453 Rent		3,300.00	3,362.04
	Bill	06/10/2021		Scott Dubois		437 Professional Fees		1,000.00	4,362.04
	Bill	06/10/2021		Virginia Faustner		Health Flex Plan		500.00	4,862.04
	Bill	06/10/2021		Kanopy, INC.		415 e-content		38.00	4,900.04
	Bill	06/10/2021		Modern Marketing		483 LLSA		243.17	5,143.21
	Bill	06/10/2021		MVP Health Care Inc		P9060.800 Health Insurance		926.34	6,069.55
	Bill	06/10/2021		NYSEG		450 Utilities-Electric, Propane		98.21	6,167.76
	Bill	06/10/2021		The Penworthy Company		410 Books		679.63	6,847.39
	Bill	06/10/2021		Kelly Wells		Health Flex Plan		256.00	7,103.39
TOTAL								<u>7,103.39</u>	<u>7,103.39</u>

Fallsburg Library
Transactions by Account
As of June 16, 2021

Accounts Payable	Type	Date	Name	Split	Amount	Balance
	Bill	06/16/2021	Apple Books		1,382.49	1,382.49
	Bill	06/16/2021	Card Member Service		93.56	1,476.05
	Bill	06/16/2021	Coast to Coast Solutions		292.35	1,768.40
	Bill	06/16/2021	Constellation		12.26	1,780.66
	Bill	06/16/2021	Amanda Letohic		213.15	1,993.81
	Bill	06/16/2021	S & S Worldwide		86.70	2,080.51
	Bill	06/16/2021	Town of Fallsburg	431/452/480 telephone/cleaning contract/town contract	1,404.43	3,484.94
					<u>3,484.94</u>	<u>3,484.94</u>
Total Accounts Payable					<u>3,484.94</u>	<u>3,484.94</u>

Fallsburg Library
Transactions by Account
As of June 22, 2021

Accounts Payable	Type	Date	Name	Per Class	Split	Amount	Balance
							0.00
	Bill	06/22/2021	Amazon Capital Service		411/479 Movies/Programs	126.34	126.34
	Bill	06/22/2021	Baker & Taylor Inc		410 Books	440.45	566.79
	Bill	06/22/2021	Demco		200/483/492 - Equipment/LLSA/PILOT	581.24	1,148.03
	Bill	06/22/2021	fox Ledge, Inc		451 Custodial Supplies	8.92	1,156.95
	Bill	06/22/2021	Greenwald-Doherty LLP		437 Professional Fees	2,832.50	3,989.45
	Bill	06/22/2021	MidWest Tape		411 Movies	44.98	4,034.43
	Bill	06/22/2021	Over Drive, Inc		415/483 econtent/LLSA	779.44	4,813.87
	Bill	06/22/2021	Quill Corporation		430/451/479 Library supplies/Custodial/Programs	929.08	5,742.95
	Bill	06/22/2021	United Healthcare prescription		P9060.800 Health Insurance	40.90	5,783.85
	Bill	06/22/2021	Kelly Wells - petty cash		433/479 Postage/Programs	53.39	5,837.24
Total Accounts Payable						<u>5,837.24</u>	<u>5,837.24</u>
TOTAL						<u><u>5,837.24</u></u>	<u><u>5,837.24</u></u>

Fallsburg Library Profit & Loss Budget vs. Actual July 1, 2020 through June 23, 2021

	Jul 1, '20 - Jun 23, 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	588.09	500.00	88.09	117.62%
P2401 Interest and Earnings	5,975.52	1,000.00	4,975.52	597.55%
P2705.00 Gifts and Donations	116.10	50.00	66.10	232.2%
P2760.30 LSG Local Lib Serv.Aid	3,048.80	3,048.80	0.00	100.0%
P2760.50 LSG-Federal CARES	708.00	0.00	708.00	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	1,426.35	2,000.00	-573.65	71.32%
Total Income	435,834.40	429,371.63	6,462.77	101.51%
Expense				
200 Equipment	1,400.00	1,400.00	0.00	100.0%
410 BooKs	8,032.98	9,500.00	-1,467.02	84.56%
411 Films,DVD or VHS	1,225.19	4,000.00	-2,774.81	30.63%
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	6,878.70	6,000.00	878.70	114.65%
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	2,053.63	3,000.00	-946.37	68.45%
431 Telephone	701.54	1,200.00	-498.46	58.46%
432 Telecommunications	2,753.78	3,500.00	-746.22	78.68%
433 Postage	233.28	400.00	-166.72	58.32%
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	11,285.00	10,650.00	635.00	105.96%
438 Membership dues	595.00	800.00	-205.00	74.38%
450 Utilities-Electric, Propane	2,897.06	6,000.00	-3,102.94	48.28%
451 Custodial Supplies	793.61	700.00	93.61	113.37%
452 Cleaning Contract	1,800.00	1,800.00	0.00	100.0%
453 Rent	39,004.42	48,000.00	-8,995.58	81.26%
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	3,721.53	4,000.00	-278.47	93.04%
480 T/ Falls Contract	3,500.00	3,500.00	0.00	100.0%

Fallsburg Library

Profit & Loss Budget vs. Actual

July 1, 2020 through June 23, 2021

	Jul 1, '20 - Jun 23, 21	Budget	\$ Over Budget	% of Budget
483 Local Lib Service Aid	3,048.80	3,048.80	0.00	100.0%
492 Pilot	1,588.59	1,588.59	0.00	100.0%
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	1,305.44	2,000.00	-694.56	65.27%
Health Insurance Buyout	1,000.00	2,000.00	-1,000.00	50.0%
P9060.800 Health Insurance - Other	15,716.80	30,000.00	-14,283.20	52.39%
Total P9060.800 Health Insurance	18,022.24	34,000.00	-15,977.76	53.01%
Payroll Expenses				
Direct Deposit Fees	267.75	400.00	-132.25	66.94%
P7410.141 Library Director	58,011.20	58,000.00	11.20	100.02%
P7410.143 Library Clerk	33,321.60	33,321.60	0.00	100.0%
P7410.144 Library page 1	0.00	34,320.00	-34,320.00	0.0%
P7410.145 Library clerk	8,355.89	15,152.80	-6,796.91	55.14%
P7410.147 Clerk	9,621.15	16,816.80	-7,195.65	57.21%
P7410.148 Page	0.00	2,846.40	-2,846.40	0.0%
P7410.150 page	31,803.20	31,803.20	0.00	100.0%
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%
Total Payroll Expenses	141,380.79	195,383.20	-54,002.41	72.36%
Payroll Taxes				
P9030.800 SS / Med				
FICA	8,811.02	12,088.96	-3,277.94	72.89%
Medical	2,060.63	2,882.08	-821.45	71.5%
Total P9030.800 SS / Med	10,871.65	14,971.04	-4,099.39	72.62%
Total Payroll Taxes	10,871.65	14,971.04	-4,099.39	72.62%
Total Expense	314,159.40	429,371.63	-115,212.23	73.17%
Net Ordinary Income	121,675.00	0.00	121,675.00	100.0%
Net Income	121,675.00	0.00	121,675.00	100.0%

FY 2020-2021
 Fallsburg Library
 Budget Transfers
 Board of Trustees Monthly Meeting
 June 24, 2021

Increase

Decrease

Exp. Code	Description	Amount	Exp. Code	Description	Amount
P7410.415	e-content	\$1,000.00	P9010.800	NYS Retirement	\$4,311.20
P7410.437	Professional Fees	\$3,000.00			
P7410.451	Custodial Supplies	\$300.00			
P7410.141	Library Director	\$11.20			
	Total Increase	\$4,311.20		Total Decrease	\$4,311.20

Director's Report
June 24, 2021

We have been gearing up for the start of summer, which seems to have started earlier than we anticipated. We've seen a lot of faces that we missed last year which has been nice.

As I'm sure you all are aware, Governor Cuomo made the various COVID-19 restrictions in place optional for most businesses, including mask wearing. The state guidance is still for unvaccinated individuals to wear masks, but the obligations that had been placed on businesses to ensure this was followed have been lifted. We can have this discussion further under old business – as I placed it there for another Board vote, but we need to discuss some of the various restrictions we have in place to determine what we want to keep and what we're okay with getting rid of. I can then update our 'safety plan' to reflect those changes.

I've mostly been focused on wrapping up our fiscal year this past month, as well as organizing our records and various things in my office. I've slowed down on the weeding but will resume that at the end of the summer.

Respectfully submitted,
Kelly