

Fallsburg Library Trustee Monthly Meeting  
September 23, 2021  
\*Meeting held at Fallsburg Library \*

**Attendance:**

|   |                |
|---|----------------|
| Laurie Burke-Deutsch, President         | Present        |
| Renee Kates, Vice President             | Absent-Excused |
| 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

Correspondence

Kelly Wells submitted her letter of resignation as Director of the Fallsburg Library. Her last day in the library as director will be October 31, 2021.

Approval of Minutes

- **August 26, 2021- Regular Meeting-** Board member Judith Merone moved and board member Sonny Smith, seconded a motion to approve regular meeting minutes.
- **September 2, 2021-Special Meeting Minutes-** Board member Judith Merone moved and board member David Lawrence seconded a motion to approve special meeting minutes.

Financial Reports

As of August 31, 2021 Catskill Hudson Bank Statement:

Summary of Account:

|                     |              |
|---------------------|--------------|
| <b>Checking</b>     | \$15,718.91  |
| <b>Money Market</b> | \$77,397.33  |
| <b>ICS</b>          | \$752,452.69 |
| <hr/>               |              |
|                     | \$845,568.93 |

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

|           |                              |
|-----------|------------------------------|
| 8/9/2021  | \$152.00                     |
| 8/16/2021 | \$ 60.00                     |
| 8/25/2021 | \$75,000 (transfer from ICS) |
| 8/31/2021 | \$ 7.75 (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 16, 2021** in the amount of \$2,326.69

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

**September 20, 2021** in the amount of \$8,605.64.

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

### **Budget Amendments**

**September 23, 2021** in the amount of \$2,744.00 for Local Library Service Aid.

Board member, Ronnie Cohen moved and board member, Sonny Smith 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).

Board member Ronnie Cohen expressed her discomfort with starting in person programs in October. She feels this is not the time to start. Discussion about pros and cons of in person programs and comparison of what is being done at other libraries. Board consensus to delay in person programs for October and revisit the idea for November. ESL will be offered starting October 4th as they will be in the back room away from staff - however they must wear face masks properly the whole time they are here, or we will not be able to continue that either.

### **Old Business**

**Lease discussion-** AIR Real Property Group LLC/ Adam Gold, Manager

Lease is considered for a 20 year lease with an increment in rent per month every 5 years.

Board will try to negotiate a 3% increase per 5 years with the 10 year option. A 3%

increase was denied, but the 10 year option will be added. An increase in rent will be implemented.

Board member Judith Merone moved and Board member Ronnie Cohen seconded a motion to approve the lease. Motion passed with 5 yays - Laurie Burke-Deutsch, Ronnie Cohen, Judith Merone, David Lawrence, and Katherine Rosado-Houser. 1 nay - Sonny Smith.

**Latest on NYS Mask Guidelines-** Board consensus that masks are to continue to be worn in the library, regardless of vaccination status. All in favor.

### **New Business**

#### **2022 RCLS Budget**

Board member Judith Merone moved and Board member Ronnie Cohen seconded a motion to approve the 2022 RCLS Budget as presented. All in favor.

### **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 David Lawrence moved and board member Ronnie Cohen seconded the motion to go into executive session at 5:41 pm to discuss pending litigation. All in favor.

Board member Judith Merone moved and board member Katherine Rosado-Houser seconded a motion to exit the executive session at 6:23pm. All in favor.

### **Adjournment**

Board member Judith Merone moved and board member Sonny Smith seconded the motion to adjourn the meeting at 6:25 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
September 23, 2021

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
  - August 26, 2021 – Regular Meeting Minutes
  - September 2, 2021 – Special Meeting Minutes
- Financial Report
- Approval of Warrant(s)
  - September 16, 2021
  - September 20, 2021
- Budget Amendments
  - September 23, 2021
- Director Report
- Old Business
  - Lease Discussion
  - Latest on NYS Mask Guidance
- New Business
  - 2022 RCLS Budget
- Committee Reports
  - Budget
  - Building/Grounds
  - Personnel
- Adjournment

Board of Trustees Meeting  
September 23, 2021  
Financial Report

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

Summary of Account:

|              |               |
|--------------|---------------|
| Checking     | \$ 15,718.91  |
| Money Market | 77,397.33     |
| ICS          | 752,452.69    |
| <hr/>        |               |
|              | \$ 845,568.93 |

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

|           |                              |
|-----------|------------------------------|
| 8/9/2021  | \$152.00                     |
| 8/16/2021 | \$60.00                      |
| 8/25/2021 | \$75,000 (transfer from ICS) |
| 8/31/2021 | \$7.75 (interest)            |

# Fallsburg Library

## Transactions by Account

As of September 16, 2021

| Type                    | Date       | Num | Name                      | Memo                            | Split | Amount          | Balance         |
|-------------------------|------------|-----|---------------------------|---------------------------------|-------|-----------------|-----------------|
| <b>Accounts Payable</b> |            |     |                           |                                 |       |                 |                 |
| Bill                    | 09/16/2021 |     | Ameri Gas                 | 450 Utilities-Electric, Propane |       | 87.98           | 87.98           |
| Bill                    | 09/16/2021 |     | Constellation             | 450 Utilities-Electric, Propane |       | 24.35           | 112.33          |
| Bill                    | 09/16/2021 |     | NYSEG                     | 450 Utilities-Electric, Propane |       | 113.36          | 225.69          |
| Bill                    | 09/16/2021 |     | United Healthcare         | P9060.800 Health Insurance      |       | 250.00          | 475.69          |
| Bill                    | 09/16/2021 |     | Utica National Ins. Group | P9040.800 Workers' Comp         |       | 1,851.00        | 2,326.69        |
| Total Accounts Payable  |            |     |                           |                                 |       | 2,326.69        | 2,326.69        |
| <b>TOTAL</b>            |            |     |                           |                                 |       | <b>2,326.69</b> | <b>2,326.69</b> |

# Fallsburg Library Transactions by Account

As of September 20, 2021

| Type                   | Date       | Name                                | Me  | Split | Amount          | Balance         |
|------------------------|------------|-------------------------------------|---|-------|-----------------|-----------------|
| Bill                   | 09/20/2021 | AFLAC                               | AFLAC Liab                                      |       | 93.06           | 0.00            |
| Bill                   | 09/20/2021 | AIR Rent Property Group LLC         | 453 Rent  |       | 3,300.00        | 3,393.06        |
| Bill                   | 09/20/2021 | Amazon Capital Service              | 410/411 Books/movies                            |       | 194.22          | 3,587.28        |
| Bill                   | 09/20/2021 | Baker & Taylor Inc                  | 410 Books                                       |       | 654.89          | 4,242.17        |
| Bill                   | 09/20/2021 | Card Member Service                 | 433 Postage                                     |       | 110.00          | 4,352.17        |
| Bill                   | 09/20/2021 | DeLage Landen Financial Services    | 200 Equipment                                   |       | 88.35           | 4,440.52        |
| Bill                   | 09/20/2021 | fox Ledge, Inc                      | 451 Custodial Supplies                          |       | 14.67           | 4,455.19        |
| Bill                   | 09/20/2021 | Kanopy, INC.                        | 415 e-content                                   |       | 25.00           | 4,480.19        |
| Bill                   | 09/20/2021 | Micro Marketing LLC                 | 412 Recordings /Tapes, discs                    |       | 124.77          | 4,604.96        |
| Bill                   | 09/20/2021 | MVP Health Care Inc                 | P9060.800 Health Insurance                      |       | 926.34          | 5,531.30        |
| Bill                   | 09/20/2021 | Over Drive, Inc                     | 415 e-content                                   |       | 487.95          | 6,019.25        |
| Bill                   | 09/20/2021 | The Penworthy Company               | 410 Books                                       |       | 841.15          | 6,860.40        |
| Bill                   | 09/20/2021 | Quill Corporation                   | 479 Programming                                 |       | 64.71           | 6,925.11        |
| Bill                   | 09/20/2021 | Sullivan County Chamber of Commerce | 438 Membership dues                             |       | 115.00          | 7,040.11        |
| Bill                   | 09/20/2021 | Time Warner Cable                   | 456 Internet Service                            |       | 119.99          | 7,160.10        |
| Bill                   | 09/20/2021 | Town of Fallsburg                   | 431/452/480 telephone/cleaning & town contracts |       | 1,404.64        | 8,564.74        |
| Bill                   | 09/20/2021 | United Healthcare prescription      | P9060.800 Health Insurance                      |       | 40.90           | 8,605.64        |
| Total Accounts Payable |            |                                     |   |       | 8,605.64        | 8,605.64        |
| <b>TOTAL</b>           |            |                                     |   |       | <b>8,605.64</b> | <b>8,605.64</b> |

## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1 through September 20, 2021

|                                 | Jul 1 - Sep 20, 21 | Budget            | \$ Over Budget     | % of Budget  |
|---------------------------------|--------------------|-------------------|--------------------|--------------|
| <b>Ordinary Income/Expense</b>  |                    |                   |                    |              |
| <b>Income</b>                   |                    |                   |                    |              |
| P1001 Property Taxes            | 0.00               | 421,184.24        | -421,184.24        | 0.0%         |
| P2082 Book Fines                | 418.00             | 250.00            | 168.00             | 167.2%       |
| P2401 Interest and Earnings     | 433.84             | 1,000.00          | -566.16            | 43.38%       |
| P2705.00 Gifts and Donations    | 10.90              | 50.00             | -39.10             | 21.8%        |
| P2760.30 LSG Local Lib Serv.Aid | 2,744.00           | 0.00              | 2,744.00           | 100.0%       |
| P2770.99 Copy Mach/Fax fees     | 499.10             | 2,000.00          | -1,500.90          | 24.96%       |
| <b>Total Income</b>             | <b>4,105.84</b>    | <b>424,484.24</b> | <b>-420,378.40</b> | <b>0.97%</b> |
| <b>Expense</b>                  |                    |                   |                    |              |
| 200 Equipment                   | 353.40             | 1,400.00          | -1,046.60          | 25.24%       |
| 410 BookS                       | 3,462.80           | 9,500.00          | -6,037.20          | 36.45%       |
| 411 Films,DVD or VHS            | 413.73             | 2,500.00          | -2,086.27          | 16.55%       |
| 412 Recordings /Tapes, discs    | 124.77             | 750.00            | -625.23            | 16.64%       |
| 413 Periodicals                 | 102.46             | 1,000.00          | -897.54            | 10.25%       |
| 415 e-content                   | 2,410.25           | 10,000.00         | -7,589.75          | 24.1%        |
| 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  | 307.31             | 3,000.00          | -2,692.69          | 10.24%       |
| 431 Telephone                   | 159.21             | 1,200.00          | -1,040.79          | 13.27%       |
| 432 Telecommunications          | 675.67             | 3,500.00          | -2,824.33          | 19.31%       |
| 433 Postage                     | 110.00             | 400.00            | -290.00            | 27.5%        |
| 434 Publicity / Printing        | 111.00             | 500.00            | -389.00            | 22.2%        |
| 435 Travel / Meal               | 0.00               | 2,000.00          | -2,000.00          | 0.0%         |
| 436 Anser/Automation            | 4,189.49           | 20,000.00         | -15,810.51         | 20.95%       |
| 437 Professional Fees           | 0.00               | 10,250.00         | -10,250.00         | 0.0%         |
| 438 Membership dues             | 115.00             | 800.00            | -685.00            | 14.38%       |
| 450 Utilities-Electric, Propane | 380.50             | 6,000.00          | -5,619.50          | 6.34%        |
| 451 Custodial Supplies          | 106.86             | 700.00            | -593.14            | 15.27%       |
| 452 Cleaning Contract           | 450.00             | 1,800.00          | -1,350.00          | 25.0%        |
| 453 Rent                        | 9,900.00           | 43,000.00         | -33,100.00         | 23.02%       |
| 454 Insurance                   | 6,247.69           | 6,100.00          | 147.69             | 102.42%      |
| 456 Internet Service            | 479.96             | 1,700.00          | -1,220.04          | 28.23%       |
| 469 Oper. & Mant. Exp-Sec sys   | 219.92             | 800.00            | -580.08            | 27.49%       |
| 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  | 0.00               | 900.00            | -900.00            | 0.0%         |
| 479 Programming                 | 64.71              | 4,000.00          | -3,935.29          | 1.62%        |
| 480 T/ Falls Contract           | 875.00             | 3,500.00          | -2,625.00          | 25.0%        |
| 483 Local Lib Service Aid       | 475.03             | 0.00              | 475.03             | 100.0%       |
| 499 Volunteer Recognition/Staff | 0.00               | 250.00            | -250.00            | 0.0%         |
| P 9010.800 NYS Retirement       | 0.00               | 27,000.00         | -27,000.00         | 0.0%         |
| P9040.800 Workers Compensation  | 1,851.00           | 2,800.00          | -949.00            | 66.11%       |



## Fallsburg Library

### Profit & Loss Budget vs. Actual

July 1 through September 20, 2021

|   | Jul 1 - Sep 20, 21 | Budget            | \$ Over Budget     | % of Budget   |
|---|--------------------|-------------------|--------------------|---------------|
| P9055.800 disability                    | 0.00               | 330.00            | -330.00            | 0.0%          |
| <b>P9060.800 Health Insurance</b>       |                    |                   |                    |               |
| Health Flex Plan                        | 0.00               | 2,000.00          | -2,000.00          | 0.0%          |
| Health Insurance Buyout                 | 0.00               | 2,000.00          | -2,000.00          | 0.0%          |
| P9060.800 Health Insurance - Other      | 4,578.06           | 27,500.00         | -22,921.94         | 16.65%        |
| <b>Total P9060.800 Health Insurance</b> | <b>4,578.06</b>    | <b>31,500.00</b>  | <b>-26,921.94</b>  | <b>14.53%</b> |
| <b>Payroll Expenses</b>                 |                    |                   |                    |               |
| Direct Deposit Fees                     | 0.00               | 400.00            | -400.00            | 0.0%          |
| P7410.141 Library Director              | 0.00               | 61,000.00         | -61,000.00         | 0.0%          |
| P7410.143 Library Clerk                 | 0.00               | 35,547.20         | -35,547.20         | 0.0%          |
| P7410.144 Library page 1                | 0.00               | 34,320.00         | -34,320.00         | 0.0%          |
| P7410.145 Library clerk                 | 0.00               | 15,964.00         | -15,964.00         | 0.0%          |
| P7410.147 Clerk                         | 0.00               | 18,293.60         | -18,293.60         | 0.0%          |
| P7410.148 Page                          | 0.00               | 3,000.00          | -3,000.00          | 0.0%          |
| P7410.150 page                          | 0.00               | 33,966.40         | -33,966.40         | 0.0%          |
| P7410.151 Page                          | 0.00               | 2,000.00          | -2,000.00          | 0.0%          |
| P7410.154 Library Page                  | 0.00               | 750.00            | -750.00            | 0.0%          |
| Payroll Expenses - Other                | 34,575.04          | 0.00              | 34,575.04          | 100.0%        |
| <b>Total Payroll Expenses</b>           | <b>34,575.04</b>   | <b>205,241.20</b> | <b>-170,666.16</b> | <b>16.85%</b> |
| <b>Payroll Taxes</b>                    |                    |                   |                    |               |
| P9030.800 SS / Med                      |                    |                   |                    |               |
| FICA                                    | 2,140.11           | 0.00              | 2,140.11           | 100.0%        |
| Medical                                 | 500.51             | 0.00              | 500.51             | 100.0%        |
| P9030.800 SS / Med - Other              | 0.00               | 15,413.04         | -15,413.04         | 0.0%          |
| <b>Total P9030.800 SS / Med</b>         | <b>2,640.62</b>    | <b>15,413.04</b>  | <b>-12,772.42</b>  | <b>17.13%</b> |
| <b>Total Payroll Taxes</b>              | <b>2,640.62</b>    | <b>15,413.04</b>  | <b>-12,772.42</b>  | <b>17.13%</b> |
| <b>Total Expense</b>                    | <b>75,696.53</b>   | <b>424,484.24</b> | <b>-348,787.71</b> | <b>17.83%</b> |
| <b>Net Ordinary Income</b>              | <b>-71,590.69</b>  | <b>0.00</b>       | <b>-71,590.69</b>  | <b>100.0%</b> |
| <b>Net Income</b>                       | <b>-71,590.69</b>  | <b>0.00</b>       | <b>-71,590.69</b>  | <b>100.0%</b> |

FY 2021-2022  
 Fallsburg Library  
 Budget Amendments  
 Board of Trustees Monthly Meeting  
 September 23, 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                  | \$2,744.00        | P2760.30         | LLSA                  | \$2,744.00        |
|                  |                       |                   |                  |                       |                   |
|                  |                       |                   |                  |                       |                   |
|                  |                       |                   |                  |                       |                   |
|                  | <b>Total Increase</b> | <b>\$2,744.00</b> |                  | <b>Total Increase</b> | <b>\$2,744.00</b> |

Director's Report  
September 20, 2021

Summer is definitely over and things have slowed way down this month. I've been continuing to weed and working on updating policies based on some of the changes we've already implemented. It is just updating the wording – such as incorporating 'fine free' into our circulation policy.

We're gearing up to return to in person programs next month. We'll be welcoming ESL back on Monday evenings 5-7pm and the e-blast should be going out soon with the schedule for programs for October. Many of the crafts that Amanda has planned she will also be offering as 'take and makes' still, as we've had numerous patrons state that they aren't ready to do in person programs yet, but would still like to continue with the crafts. We'll see what October brings.

Next Thursday evening (September 30) at 6:30pm there's a Zoom Trustees' session with a parliamentarian. This is someone who knows all the ins and outs of Roberts Rules of Order (what governs how Board meetings are run). You can register through the RCLS calendar if you are interested in attending. Also, as I stated in my email about the 2022 RCLS budget, you can Zoom into a budget discussion with Grace and Stephen on Tuesday September 28 at 7pm or Thursday September 30 at 7pm. Just register through the RCLS calendar if you are interested.

Respectfully submitted,  
Kelly