

Fallsburg Library Trustee Monthly Meeting  
June 28, 2023  
\*Meeting held at Fallsburg Library \*

**Attendance:**

Laurie Burke-Deutsch, President	Present
Ronnie Cohen, Financial Officer	Present
Renee Kates, Trustee	Present
Annette Conklin, Trustee	Absent (unexcused)
Judith Merone, Trustee	Present
David Lawrence	Present
Amanda Letohic, staff	Present

Meeting Commenced at 5:12 PM

**Public Comment**

None

**Correspondence**

None

**Approval of Minutes**

- **May 10, 2023-Regular Meeting Minutes-** Board member Judith Merone moved and board member ADavid Lawrence seconded a motion to approve the regular meeting minutes as presented. All in favor.

**Financial Report**

As of May 31, 2023 Catskill Hudson Bank Statement:

Summary of Account:

<b>Checking</b>	\$ 50,990.94
<b>Money Market</b>	\$ 387,985.09
	<hr/>
	\$ 438,976.03

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

5/05/2023	\$861.05
5/24/2023	\$89.00
5/31/2023	\$108.74 *interest paid*

As of March 31, 2023 North East Community Bank Statement:

<b>Interest account</b>	\$773,036.68
Total Interest Earned as of 3/31/2023	\$6,529.31

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

### **Approval of Warrants**

**May 19, 2023** in the amount of \$11,255.45.

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

**June 20, 2023** in the amount of \$6,083.29.

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

**June 28, 2023** in the amount of \$2,687.01.

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

### **Old Business**

Board President Laurie Burke-Deutsch tole the trustees that our legal counsel is almost finished going through our policies and they are almost ready for the board to review.

### **New Business**

**Reorganization Meeting** - All trustees agreed to hold our Reorganization Meeting July 12th at 5:00pm.

**Approval of Budget Transfers-** Board member Judith Merone moved and board member Ronnie Cohen seconded the motion to approve the Budget Transfers. All in favor.

**New Hire Search** - Amanda Letohic is now seeking outside the civil service clerk list for a part time clerk.

**Director Search** - Board member Judith Merone set up an interview for this coming Friday. Will also be scheduling another interview.

### **Committee Reports**

Budget- Ronnie Cohen  
N/A

Building/Grounds- Renee Kates.  
N/A

Personnel- Judith Merone and David Lawrence  
Board Member Judith Merone set forth a motion to promote Amanda Letohic to Library Assistant effective immediately. Board member Renee Kates seconded the motion. All in favor.

Board President Laurie Burke-Deutsch moved to go into executive session at 5:29pm.  
Executive session ended at 5:48pm

### **Adjournment**

Board member Judith Merone moved and board member Renee Kates seconded the motion to adjourn the meeting at 5:49 PM. All in favor.

Fallsburg Library Trustee Monthly Meeting  
Agenda  
June 28, 2023

- Pledge
- Public Comment
- Correspondence
- Approval of Minutes
  - May 10, 2023 – Regular Meeting Minutes
- Financial Report
- Approval of Warrant(s)
  - May 19, 2023
  - June 20, 2023
  - June 28, 2023
- Old Business
- New Business
  - Approval of Budget Transfers
  - New Hire Search
  - Director Search
- Committee Reports
  - Budget
  - Building/Grounds
  - Personnel
- Adjournment

Board of Trustees Meeting  
June 28, 2023  
Financial Report

As of the May 31, 2023 Catskill Hudson Bank Statement:

Summary of Account:

Checking	\$	50,990.94
Money Market		387,985.09
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	\$	438,976.03

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

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5/24/2023	\$89.00
5/31/2023	\$108.74 *interest paid*

As of March 31, 2023 North East Community Bank Statement:

Summary of Account:

Interest Bearing Account	\$	773,036.68
Total interest earned as of 12/31/2022	\$	6,529.31

# Fallsburg Library

## Transactions by Account

As of May 19, 2023

Accounts Payable

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill	05/19/2023		Amanda Letohic			243.66	0.00
Bill	05/19/2023		Sullivan County Dramatic Workshop		435 Travel	30.00	243.66
Bill	05/19/2023		Greenwald-Doherty LLP		434 Publicity / Printing	22.50	273.66
Bill	05/19/2023		AIR Rent Property Group LLC		437 Professional Fees	3,400.00	296.16
Bill	05/19/2023		DeLage Landen Financial Services		453 Rent	88.35	3,696.16
Bill	05/19/2023		fox ledge, inc		200 Equipment	2.00	3,784.51
Bill	05/19/2023		NYSEG		451 Custodial Supplies	184.66	3,786.51
Bill	05/19/2023		MVP Health Care Inc		450 Utilities-Electric, Propane	978.27	3,971.17
Bill	05/19/2023		Over Drive, Inc		P9060.800 Health Insurance	113.84	4,949.44
Bill	05/19/2023		Ramapo Catskill Library System		415 e-content	1,935.00	5,063.28
Bill	05/19/2023		Charter Communications		416 Service & Web Fees	119.99	6,998.28
Bill	05/19/2023		Town of Fallsburg		456 Internet Service	68.49	7,118.27
Bill	05/19/2023		Kanopy, INC.		431 Telephone	18.00	7,186.76
Bill	05/19/2023		Electronic Business Products, Inc		415 e-content	98.72	7,204.76
Bill	05/19/2023		Card Member Service		430 Library Supplies	371.98	7,303.48
Bill	05/19/2023		New York State Unem		477 Meeting Registration	2,868.35	7,675.46
Bill	05/19/2023		United Healthcare		P9050.800 unemployment ins	289.50	10,543.81
Bill	05/19/2023		United Healthcare prescription		P9060.800 Health Insurance	40.90	10,833.31
Bill	05/19/2023		CINTAS FAS Lockbox 636525		P9060.800 Health Insurance	243.54	10,874.21
Bill	05/19/2023		Mid America Books		469 Oper. & Mant. Exp-Sec sys	137.70	11,117.75
					410 Books	11,255.45	11,255.45
						<u>11,255.45</u>	<u>11,255.45</u>

Total Accounts Payable  
TOTAL

# Fallsburg Library Transactions by Account

As of June 20, 2023

Type	Date	Num	Name	Meass	Clr	Split	Amount	Balance
				u				0.00
Accounts Payable								
Bill	06/20/2023		NYSEG			450 Utilities-Electric, Propane	152.28	152.28
Bill	06/20/2023		Charter Communications			456 Internet Service	119.99	272.27
Bill	06/20/2023		DeLage Landen Financial Services			200 Equipment	88.35	360.62
Bill	06/20/2023		Kanopy, INC.			415 e-content	12.00	372.62
Bill	06/20/2023		Scott DuBois			437 Professional Fees	1,000.00	1,372.62
Bill	06/20/2023		fox Ledge, Inc			451 Custodial Supplies	2.00	1,374.62
Bill	06/20/2023		AIR Rent Property Group LLC			453 Rent	3,400.00	4,774.62
Bill	06/20/2023		MVP Health Care Inc			P9060.800 Health Insurance	978.27	5,752.89
Bill	06/20/2023		United Healthcare prescription			P9060.800 Health Insurance	40.90	5,793.79
Bill	06/20/2023		United Healthcare			P9060.800 Health Insurance	289.50	6,083.29
							6,083.29	6,083.29
							<b>6,083.29</b>	<b>6,083.29</b>

Total Accounts Payable  
TOTAL

## Fallsburg Library Transactions by Account As of June 28, 2023

Accounts Payable

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill	06/28/2023		Patricia Boswell		475 Annual Election	190.00	190.00
Bill	06/28/2023		Judy Heaney		475 Annual Election	190.00	380.00
Bill	06/28/2023		Lisa Acosta		475 Annual Election	237.50	617.50
Bill	06/28/2023		Virginia Faustner		Health Flex Plan	500.00	1,117.50
Bill	06/28/2023		Sullivan County Democrat		475 Annual Election	369.72	1,487.22
Bill	06/28/2023		Modern Marketing		479 Programming	638.08	2,125.30
Bill	06/28/2023		Baker & Taylor Inc / Entertainment		410 Books	425.55	2,550.85
Bill	06/28/2023		Amazon Capital Service		410 Books 411 DVDs	136.16	2,687.01
						<u>2,687.01</u>	<u>2,687.01</u>
						<u>2,687.01</u>	<u>2,687.01</u>

Total Accounts Payable  
**TOTAL**



FY 2022-2023  
 Fallsburg Library  
 Budget Transfers  
 Board of Trustees Monthly Meeting  
 June 28, 2023

<u>Increase</u>			<u>Decrease</u>		
Exp. Code	Description	Amount	Exp. Code	Description	Amount
P7410.410	Books	\$1,000.00	P9010.800	NYS Retirement	\$6,196.00
P7410.430	Library Supplies	\$2,000.00			
P7410.432	Telecommunications	\$811.00			
P7410.141	Library Director	\$2,385.00			
	<b>Total Increase</b>	<b>\$6,196.00</b>		<b>Total Decrease</b>	<b>\$6,196.00</b>