

Rose Memorial Library
79 East Main Street, Stony Point, New York 10980
Regular Meeting of the Board of Trustees
Wednesday, January 16, 2019
6:35 pm, Kennedy Room

DRAFT AGENDA

I. Call to Order

II. Adoption of Minutes: Regular Meeting, December 19, 2018

III. Public Comment

IV. Friends of the Library

V. Finance - Narrative Report (J Mahoney)
*Approval of Final Addendum to adjust 2018
Budget lines in excess of budget**
Approval of Disbursements. Month ending December 31, 2018 *
Financial Reports for December 2018 *

VI. Reports

A. Director's Report, December 13, 2018 – January 11, 2019

B. Board Committees

1. Building & Capital Projects
2. **Finance & Budget** (Rebecca Sanders).
Adoption of Operating Budget for 2019*
3. Policy
4. Planning (C Mandara)
5. Technology (T Needleman)

VII. Old Business Real property report (61 East Main)

VIII. New Business

- a. Conflict of Interest Policy – Annual compliance
- b. Checking account signers

IX. Announcements

X. Executive Session *

XI. Adjournment *

**=motion required*

1.11.19

Next Scheduled Meeting:
Tuesday, February 12 2019 at 6:30 pm

Rose Memorial Library
79 East Main Street, Stony Point, New York 10980
Regular Meeting of the Board of Trustees
Wednesday, December 19, 2018
6:30 pm, Kennedy Room

- I. **Call to Order** Call to Order at 6:39 pm; Attendees – Trustees (7) J. Lima, T. Marsico, T. Needleman, R. Sanders, D. Flora, C. Mandara, M. Rinaldi; Trustee Candidates: J. Brooks, A. Pagan- Gloss and J. Mahoney (Director)

- II. **Adoption of Minutes:** Regular Meeting, November 14, 2018
Motion to Accept Minutes: Motion by T. Marsico, R. Sanders, All

III. **Public Comment**

Introductions from Amanda Pagan-Gloss and James Brooke

IV. **Friends of the Library** - None

V. **Finance** - Narrative Report (J Mahoney)

Approval of 2nd Addendum to adjust 2018

*Budget lines in excess of budget**

Motion to Accept 2018 budget adjustments: Motion by R. Sanders, T. Needleman, All

Approval of Disbursements. Month ending November 30, 2018 *

Financial Reports for November 2018 *

Motion to Accept November Disbursements ; Motion by R. Sanders, C. Mandara, All

VI. **Reports**

A. **Director's Report,** – November 12, 2018 – December 13, 2018

B. **Board Committees**

1. Building & Capital Projects (J Lima) - Potential second buyer for 61 Main Street property. waiting to hear back.
2. **Finance & Budget** (Rebecca Sanders).
 - a. Adoption of Salary Budget for 2019* -
Motion to Accept salary budget for 2019; Motion made by T. Needleman, M. Rinaldi; All
 - b. Adoption of Operating Budget for 2019*
Motion to hold off on accepting 2019 Operating Budget until new Members have a chance to review and vote. Motion by T. Needleman, R. Sanders, All
3. Policy (J Lima) - None

- 4 Planning (C Mandara) - Consider "Books to Broadway", local theater and STEM Program.
5. Technology (T Needleman)- 3D Printer donation and program suggested.

VII. **Old Business** - See above VI,B,1.

VIII. **New Business**

1. Nominations and Election of Officers for the Board of Trustees for 2019 *
- Motion to Accept Christina Mandara as President, R Sanders as Treasurer, T. Marsico as Vice President and Dorothy Flora as Secretary. J. Lima, M. Rinaldi, All
2. Schedule of 2019 Regular Board Meetings* - Review of 2019 Board Meeting Schedule resulted in the following changes. February 20th Meeting moved to February 12th due to Holiday and August 21st Meeting was canceled. Motion to Accept 2019 Board Meeting Schedule; J. Lima, C. Mandara, All
3. Adoption of revised Schedule of Hours as of January 1, 2019*- Motion to Accept revised schedule of Library hours for 2019; C. Mandara, T. Needleman, All
4. Staff invite to Holiday Dinner at Lynch's in Stony Point, NY. Motion to Accept Staff Notice: T. Needleman, C. Mandara, All

IX. **Announcements** - None

X. **Executive Session** - None

XI. **Adjournment** * - Motion to Adjourn at 8:25 pm: Motion by J. Lima, M. Rinaldi, All

***Next Scheduled Meeting:
Wednesday, January 16th 2019 at 6:30 pm***

Rose Memorial Library

Financial Report

For Board Meeting January 16, 2018

The financial reports for this month reflect income and expenses as of December 31, 2018. As of December 31st we had \$ 143,347 left in the TD Bank Operating account.

We had income of \$ 7,415 in December and expenses of \$ 41,439

The **Merrill Lynch** Accounts had a value of \$451,521 as of 12/31/18 as compared with \$451,079 as of 11/30/18.

Our bookkeeper, Laura Grisar has prepared a more Final ***Addendum to Cash Receipt Disbursements Report*** presenting all lines that were over budget as of year's end. The increases to the 2018 Budget are \$26,572, of which \$20,304 was already approved at the November and December meetings and \$6,268 is presented here for the first time.

We fell \$2,235 short of our budget for Library Charges (Fines, fees, etc). Due to a miscommunication, we wound up needing to pay the entire balance on our Insurance line (\$4598) instead of just the 4th quarter installment.

I have revised the 2019 Budget since it was originally presented in the fall, now that I have better figures for expenses for automation and other RCLS charges, many of the consortium costs have been increased for 2019 as costs have risen. I will have a narrative report on the Budget ready soon, and will forward it on.

SUMMARY CASH FLOW			November '18	thru December 2019		
			Other Income	Projections	Projection TD Checking	Actual Checking
	Government	IN		OUT	Balance	Statement
Nov 30 2018	\$ 200,000		\$4,184	\$ 37,877	\$ 166,307	\$177,816
Dec 31, 2018			4,184	40,745	129,746	\$143,347
Jan 31 2019			10,184	47,058	92,872	*119,094

*=Jan 9, 2019

James Mahoney
Library Director

ADDENDUM TO CASH RECIPITS DISBURSEMENTS REPORT
January 1, 2018 - December 31, 2018
As of December 31, 2018

Budget Line/ Description		Jan-Dec 31	Budget	\$ Over Budget		Increase	Revised Budget
4018	Friends Income	\$ 15	\$ 600	\$ (585)		\$ (585)	\$ 15
4031	Library Charges	\$ 5,765	\$ 8,000	\$ (2,235)		\$ (2,235)	\$ 5,765
4038	Rental Income Increase never applied	\$ 12,250	\$ 15,300	\$ (3,050)		\$ (600)	\$ 12,250
6002	Benefits	\$ 37,352	\$ 33,764	\$ 3,588		\$ 388	\$ 34,152
6007	Office Postage	\$ 2,137	\$ 1,500	\$ 637		\$ 627	\$ 2,127
6008	Accounting & Prof Fees 403B Mgt fee \$1000	\$ 1,792	\$ 600	\$ 1,192		\$ 1,192	\$ 1,792
6010	Repairs and Maintenance	\$ 23,495	\$ 21,576	\$ 1,919		\$ 1,919	\$ 23,495
6017	Utilities	\$ 9,552	\$ 9,100	\$ 452		\$ 452	\$ 9,552
6018	Insurance Claim Deduction \$2500	\$ 12,290	\$ 4,850	\$ 7,440		\$ 7,440	\$ 12,290
6028	Sewer Taxes	\$ 1,307	\$ 1,300	\$ 7		\$ 7	\$ 1,307
6031	Internet Access	\$ 2,313	\$ 1,629	\$ 684		\$ 684	\$ 2,313
6032	Ansernet Service Fee	\$ 11,654	\$ 10,055	\$ 1,599		\$ 1,599	\$ 11,654
6035	Newsletters	\$ 8,525	\$ 8,000	\$ 525		\$ 525	\$ 8,525
6045	Advertising & Promo Harry Potter Festival	\$ 1,281	\$ 500	\$ 781		\$ 781	\$ 1,281
6046	Movie Licensing Contract	\$ 485	\$ 465	\$ 20		\$ 20	\$ 485
6050	RCLS Service Fee	\$ 1,748	\$ 1,350	\$ 398		\$ 398	\$ 1,748
6051	Computer Tech Support Overhaul of equipment/new vendor	\$ 8,550	\$ 3,800	\$ 4,750		\$ 4,750	\$ 8,550
6053	Website Hosting Fee	\$ 520	\$ 360	\$ 160		\$ 160	\$ 520
6101	Capital Expenditures	\$ 45,066	\$ 40,071	\$ 4,995		\$ 4,995	\$ 45,066

ADDENDUM TO CASH RECIPITS DISBURSEMENTS REPORT**January 1, 2018 - December 31, 2018****As of December 31, 2018**

6125	Serials	\$	4,278	\$	3,485	\$	793	\$	793	\$	4,278
6200	Programs	\$	11,775	\$	10,750	\$	1,025	\$	1,025	\$	11,775
6300	Supplies	\$	12,237	\$	10,000	\$	2,237	\$	2,237	\$	12,237
								\$	26,572	\$	211,177

	Dec 18
Ordinary Income/Expense	
Total Income	7,415
Gross Profit	7,415
Expense	
6101 - Capital Expenditures	1,408
Total Expense	41,440
Net Ordinary Income	(34,025)
Other Income/Expense	
Other Expense	
6800 - Net Payroll	0
Total Other Expense	0
Net Other Income	0
Net Income	(34,025)

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Total Income	527,338	521,170	6,168	101%
Gross Profit	527,338	521,170	6,168	101%
Expense				
6101 - Capital Expenditures	45,066	40,071	4,995	112%
Total Expense	571,647	563,438	8,209	101%
Net Ordinary Income	(44,309)	(42,268)	(2,041)	105%
Other Income/Expense				
Other Expense				
6800 - Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	(44,309)	(42,268)	(2,041)	105%
Cash Balances:	01-Jan-18		31-Dec-18	
Operating Acct - TD Bank	\$88,659.22		\$143,347.62	
Payroll Acct - TD Bank	\$99.43		\$35.66	
Savings Acct - TD Bank	\$8,288.07		\$8,292.21	
Bank CDs - Future Fund	\$0.00		\$0.00	
Bank CDs - Other	\$0.00		\$0.00	
Petty Cash	\$25.87		\$77.07	
Merrill Lynch Cash Acct	\$65,396.33		\$5,204.56	
Merrill Lynch Certificates of Deposit	\$0.00		\$0.00	
Merrill Lynch Municipal Bonds	\$316,101.92		\$282,101.92	
Merrill Lynch Premiums/Discounts	-\$862.81		\$93.56	
Merrill Lynch Cash Acct - Future Fund	\$44,104.63		\$77,189.96	
Merrill Lynch Municipal Bonds - Future	\$125,669.20		\$85,669.20	
Merrill Lynch Premiums/Discounts - Future	\$0.00		\$1,240.40	
	<u>\$647,481.86</u>		<u>\$603,252.16</u>	

Rose Memorial Library Association
Profit & Loss
December 2018

	Dec 18
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	4,750
4015 · Investment Income	498
4016 · Gifts and Donations	3
4031 · Library Charges	314
4032 · Other Income	625
4038 · Rental Income - 61 E. Main	1,225
Total Income	7,415
Gross Profit	7,415
Expense	
6001 · Salaries	28,194
6002 · Benefits	3,200
6007 · Office Postage	135
6010 · Repairs and Maintenance	750
6011 · Health Insurance Premiums Paid	(78)
6015 · Telecommunications	120
6017 · Utilities	1,504
6018 · Insurance	4,598
6019 · Dues/Fees	70
6031 · Internet Access	136
6035 · Newsletters	475
6036 · Fundraising	124
6043 · Retirement 403B	0
6045 · Advertising and Promotion	25
6101 · Capital Expenditures	1,408
6300 · Supplies	779
Total Expense	41,439
Net Ordinary Income	(34,023)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	0
Net Other Income	0
Net Income	(34,023)

**Rose Memorial Library
Library Director's Report
December 18, 2018 – January 11, 2019**

**For Board Meeting January 16, 2019
By James Mahoney, Library Director**



General Overview -

In this period I was still working on the back-up of paperwork in my desk area, and organizing files for storage and office cabinets. Material is already being reorganized to be sent down to the file room downstairs, and the Board Minute books are being re-worked to make them easier to handle. Ted Needleman dropped off a good high speed scanner, and we'll put that to use when we get to phase 2 (the reorganization of the file room).

Personnel: I would like to discuss in the near future extending personal paid time (sick, vacation, personal) to all permanent staff regardless of the number of hours worked weekly. Currently we have an eligibility threshold of a minimum of 12 hours per week.

It seems that all who attended our holiday party last Friday had a great time at Lynch's.

Building: I'd like to pursue bids on painting the exterior window and door frames in the spring, as they are looking shabby. Also we need a new rear entrance door, as it is rotting out at the base.

Technology: We have corrected a failure of the software product that is supposed to cancel out the history of usage on the public computers. We were unaware of this until a patron brought it to our attention. I have asked Tech Spectrum to monitor the process periodically as part of our regular block of hours.

RCLS: The trial on automatic renewals is still on-going; likewise the "no-fines" for children's materials trial now taking place in a limited number of libraries (not at RML). We have definitely seen an increase in circulation because of the renewals, but a decrease in fine money on the other side. With both Haverstraw and Tomkins Cove eventually participating in these initiatives, I don't see how we cannot adopt the same practices.

The state-mandated Sexual Harassment Prevention Training workshops are being offered in several places, and some of our staff will probably take advantage of the schedule at Westchester Library System. *Description:* Meeting the NYS mandated requirements; this workshop reviews

strategies for preventing and reporting harassment/sexual harassment behaviors in the work environment. I will be going to a special session arranged by RCLS, to be given by Ellen Bach (belonging to our attorney's firm in Albany). Our Trustees are also invited to this presentation which will take place in May.

Trustees and staff are required to be certified by October. We are still waiting for the state to develop some sort of individual on-line workshop, but part of the mandate insists on some interactive participation by each individual, so it favors on-site workshops. Once I have dates I will post them.

For perhaps the first time ever, or at least a long time, we have the opportunity to travel by chartered buses to meet members the legislature in Albany on Wednesday, February 27th, *Library Advocacy Day*. Grace Riario, Assistant Director of RCLS has released this memo:

Dear Colleagues,

It is that time of year where we speak up about all the wonderful things we are doing. We ask our legislators for the financial support and show up at Albany.

The New York Library Association Advocacy Day is Wednesday, February 27, 2019.

As many of you know, we have some new senators and legislators. Let's be prepared to meet them and be ready to speak up.

Please attend one of the advocacy training session. We have scheduled three sessions for your convenience:

1. Wednesday, January 23 at the Ethelbert B. Crawford Public Library, Monticello at 10 am
2. Thursday, January 24 at the New City Library, New City at 10 am
3. Tuesday, January 29 at the Ramapo Catskill Library System, Middletown at 10 am

Your presence, support, and help are essentials!

Have a happy and healthy Holiday Season.

Grace Riario

Assistant Director & Outreach Coordinator

Ramapo Catskill Library System (RCLS)

Other RCLS News:

It is expected that NYS Public Libraries will be taking on new roles for the 2020 Census. It seems that the Census Bureau will not be mailing out paper copies, nor sending workers into the field, and the push will be for total on-line entry. Libraries will be a logical local place for people to seek assistance. Several Million \$ are being sought to provide us with training and support.

Our scanners at the checkout desks are capable of recognizing digital library barcodes on cell phones. There is an RCLS App for patron use of this feature.

Library Directors and key staff will be engaged in compiling their library's 2018 Annual Report for the State Library, due in early February.

Appointments/Meetings:

Monday, December 17th System Services Committee, RCLS (Middletown, NY)
Wednesday, December 19th Regular & Annual Meeting, Rose Memorial Library
Thursday, December 20th Library Association of Rockland County, (LARC) here at RMLA
Monday, December 24th ½ Day Holiday, Christmas Eve
Tuesday, December 25th Library Closed - Christmas
Monday, December 31st ½ Day Holiday, New Year's Eve
Tuesday, January 1st Library Closed – New Year's Day
Friday, January 4th Library Staff and Trustee Holiday Party
Wednesday, January 9th Ramapo Catskill Library System (RCLS) Director's Association
(Middletown)
Thursday, January 10th Meeting with Photocopier vendor

Adult Services Report**January 2019****Oscar Chrin, Adult Services Librarian****Youth Services Report****January 2019****Susan Babcock, Head of Youth Services**

1.11.19

Rose Memorial Library Statistics

	December 2018	YTD 2018	December 2017	YTD 2017
Circulation:	3390	48477	2862	45939
Inter Library Loan				
- Borrowed	603	8250	577	9323
- Loaned	673	9033	685	8802
Registered Users	5697	N/A	5738	N/A
Reference Transactions				
- Adult	340	5450	318	4640
- Children's	65	1330	0	0
Library Visitors	2376	36809	2712	38717
Public Computer Sessions	88	1577	139	2860
Web Analytics				
- Visitors	616	8007	476	9473
- Number of Visits	1158	16886	923	17555
- Page Visits	2020	29244	1565	29435

	December 2018		December 2017	
Programs: (Breakdown attached)	# of Programs	Attendance	# of Programs	Attendance
- Adult	7	5	9	13
- Young Adult	1	1	8	28
- Children's	26	257	31	409

	December YTD		December YTD	
	2018	2018	2017	2017
Adult Collection				
Fiction Books	341	5513	342	5515
New Fiction	16	341	21	447
Express Books	328	4440	337	4690
Large Print Books	159	2507	145	2233
Non Fiction Books	176	2379	158	2898
Total Adult Books	1020	15180	1003	15783
CD/Audio	128	1755	101	1716
DVD	589	7854	596	8359
Misc.	0	47	1	64
Periodicals	78	1013	41	754
TOTAL ADULT CIRC	1815	25849	1742	26676
Juvenile Collection				
Fiction Books	1001	14972	600	11904
Non-Fiction Books	93	1644	159	1549
Express Books	1	7	0	3
Total Juv Books	1095	16623	759	13456
CD/Audio	8	116	2	102
DVD	272	3069	244	3427
Misc.	0	0	0	0
Periodicals	2	60	2	63
TOTAL Juvenile Circ	1377	19868	1007	17048
YA Collection				
Fiction Books	42	644	32	588
Non-Fiction Books	24	193	12	180
Express Books	0	2	0	1
CD/Audio	0	12	2	16
DVD	7	51	0	14
TOTAL YA Circ	73	902	46	799
Graphic Books	95	1492	29	910
Games	30	366	38	506
GRAND TOTAL	3390	48477	2862	45939
All Books	2276	34134	1835	30918
All AV	1004	12857	945	13634
Periodicals	80	1073	43	817
Games	30	366	38	506
Misc	0	47	1	64
	3390	48477	2862	45939

Date	Children's Program	Attendance
1-Dec	Holiday Cookie Cottages	32
3-Dec	Rhymes, Bounce & Giggle	11
3-Dec	Holiday Pajamarama	14
4-Dec	Preschool Storytime 10:30 am	11
4-Dec	Preschool Storytime 1:30pm	14
5-Dec	Holiday Film & coloring 10:30 am	Cancelled
5-Dec	Holiday Film & coloring 1:30pm	6
12/6/2018	Walk & Wiggle	10
12/6/2018	Toddler Storytime	15
12/7/2018	Preschool Lego Builders 10:30 am	5
7-Dec	Preschool Lego Builders 1:30pm	12
10-Dec	Rhymes, Bounce & Giggle	15
12-11 18	Preschool Storytime 10:30 am	Cancelled
11-Dec	Preschool Storytime 1:30 pm	Cancelled
12-Dec	Lego Builders ages 5 & up 4:15pm	9
13-Dec	Walk & Wiggle	2
13-Dec	Toddler Storytime	14
14-Dec	Goosebumps	15
17-Dec	Rhymes, Bounce & Giggle	13
18-Dec	Preschool Storytime 10:30 am	8
18-Dec	Preschool Storytime 1:30pm	7
19-Dec	Fun with Play Dough 10:30 am	11
19-Dec	Fun with Play Dough 1:30 pm	7
19-Dec	Paws for a Cause	7
20-Dec	Walk & Wiggle	6
20-Dec	Toddler Storytime	13

Date	Young Adult Program	Attendance
12-Dec	TAG Meeting	1

Date	Adult Program	Attendance
3-Dec	Caring for Winter Holiday Plants	Cancelled due to low sign up
7-Dec	Coloring for Calm	0
12-Dec	Tabletop Game Night	0
13-Dec	Jigsaw Puzzle Swap	0
15-Dec	Saturday Matinee	3
20-Dec	Third Thursday Book Club	2
27-Dec	Red Cross Blood Drive	Cancelled by Red Cross due to staff issues/illness