

**Rose Memorial Library**  
79 East Main Street, Stony Point, New York 10980  
Regular Meeting of the Board of Trustees  
Wednesday, June 17, 2020

**AGENDA**

**I. Call to Order**

**II. Adoption of Minutes**

- Special Meeting May 19, 2020 \*
- Regular Meeting, May 20, 2019 \*
- Special Meeting May 27, 2020 \*
- Special Meeting. June 7, 2020 \*

**III. Public Comments**

**IV. Finance –**

- a. Narrative Report (Director)
- b. Discussion on Investment Reports see Merrill summary
- c. Approval of Disbursements. Month ending May 31, 2020 \*
- d. Financial Reports for May 2020\*

**V. Reports**

- a. **Director's Report**, June 11, 2020
- b. **Board Committees**
  - Marketing & Fundraising -
  - Facilities and Capital Projects
  - Finance & Budget –
  - Policy -
  - Technology:
  - Long Range Planning – Amanda Pagan Glass

**VI Old Business**

- a. Progress of sale of 61 East Main St Property: New Real Estate Broker see email correspondence

**VII New Business:** Correspondence from staff member : see email

**VIII. Executive Session \***

**IX Announcements**

**X. Adjournment\***

*Next Scheduled Meeting Jul 15, 2020 at 6:30 pm\**

*\*=motion required*

6.18.2020 jm

ROSE MEMORIAL LIBRARY  
79 East Main Street, Stony Point, New York 10980

SPECIAL MEETING OF THE BOARD OF  
TRUSTEES

Online Meeting with Board and Director

No public were able to attend due to Corona Virus 19 restrictions

Tuesday, May 19, 2020.

ATTENDING: James Brooks. Terrence Marsico  
Amanda Pagan-Glass. Rebecca sanders  
Ted Needleman

CALL TO ORDER: 6:39 p.m.

Interview and discussion with trustee candidate F. Hollis Griffith, Jr. of Stony Point

MOTION:

The Board moves to appoint F. Hollis Griffin Jr. to the Rose Memorial Board of Trustees.

Motion: T. Needleman

2<sup>nd</sup>: J. Brooks

Unanimously passed

ROSE MEMORIAL LIBRARY  
79 East Main Street, Stony Point, New York, 10980  
Regular Board Meeting of the Board of Trustees  
No public attended due to restrictions of Corona Virus 19

Wednesday, May, 20, 2020

ATTENDEES:

James Brooks  
Ted Needleman  
Amanda Pagan-Glass  
Rebecca Sanders  
Terrence Marsico

CALL TO ORDER: 6:40 J. Brooks

ADOPTION OF MINUTES:

Feb. 25, 2020. Motion: T. Needleman. 2<sup>nd</sup>. R. Sanders  
April 15, 2020. Motion: T. Marsico. 2<sup>nd</sup>. R. Sanders  
Unanimously accepted

FINANCE:

The Board requests the director to submit financial materials 1 week prior to the regular mtg. The Board requests the Secretary to submit minutes of meetings 1 week prior to the regular mtg.

MOTION: The Board will meet on May 27, 2020 at 6:30 p.m. To discuss and vote on April disbursements and reports.

Motion: J. Brooks. 2<sup>nd</sup>: A Pagan-Glass  
Unanimously accepted



**ROSE MEMORIAL LIBRARY  
STONY POINT, NEW YORK  
BOARD OF TRUSTEES MINUTES  
May 27, 2020**

Present (5/6): James Brooks, F. Hollis Griffin, Jr., Ted Needleman, Amanda Pagan-Glass, Rebecca Sanders. James Mahoney (Library Director). Absent: Terry Marsico.

The meeting opened at 6:32 pm  
Ted Needleman has sent the video copy of the last meeting to the trustees.

The Board reviewed the Financial Statements and Disbursements, and upon motion Rebecca Sanders and second by Ted Needleman they were unanimously approved.

A new line was requested in the Budget 2020 to separate COVID-related expenses. It will be funded when a budget addendum is prepared.

The Office Manager was asked to supply a list of supplies and expenses for COVID-related charges. Carole Gomez was complimented on her efficient handling of COVID needs.

The trustees are concerned with the image of the Library in this pandemic, and wish to see that the Director and staff are exhibiting a robust program of on-line public programs. Marketing and Publicity should be increased. Give away face masks.

Is there anything we can coordinate to help the town with a project?

Taking temperature of staff each day should be logged in.

Is any outreach taking place to people in Liberty Ridge (55+ pop)

Bring the library to the people.

Library Fundraising is still on hold. Golf course, theater benefit, restaurants.

Amanda Pagan-Glass is working up a community survey of a few basic questions.

Upon a motion by James Brooks and 2d by Ted Needleman the meeting was adjourned at 7:30 pm.

James Mahoney  
Library Director

ROSE MEMORIAL LIBRARY  
79 EAST MAIN STREET, STONY POINT, NEW  
YORK 10980

SPECIAL MEETING OF THE BOARD OF  
TRUSTEES  
SUNDAY, JUNE 7, 2020

ATTENDEES:

JAMES BROOKS.

REBECCA SANDERS

TED NEEDLEMAN.

AMANDA PAGAN-

GLASS

TERRENCE MARSICO

CALL TO ORDER: 1:04 P.M.

Motion to accept the re-opening plan as is, with possible opportunities to  
relook at the plan during the next week.

Motion: J. Brooks.

2<sup>nd</sup>. T. Marsico

Unanimously approved

Approve the Board's decision regarding a new contingency clause in the  
Agreement of Sale for 61 East Main Street.

MOTION: Rose Memorial Library is withdrawing the offer of sale of the  
property to Mr. Michael Melina.

Motion: T. Needleman.

2<sup>nd</sup>. A Pagan-Glass

# Rose Memorial Library Association Cash Disbursement Report

As of May 31, 2020

	Date	Num	Name	Memo	Paid Amount
1000 - Operating Account - TD Bank					
	05/04/2020			Deposit	1,019
	05/08/2020	EFT	ADP	PAYROLL PROCESSING FEES -	(69)
	05/10/2020			Payroll Funds Transfer	(14,800)
	05/11/2020	9024	Amazon.com		(814)
	05/11/2020	9039	Brodart - Books	Books	(135)
	05/11/2020	9025	Jester Jim Inc.	Jester Jim Show -5/6/2020	(200)
	05/11/2020	9026	KeyBank		(436)
	05/11/2020	9027	Midwest Tape		(169)
	05/11/2020	9028	O & R	10980	(353)
	05/11/2020	9029	OPTIMUM	Electric 79 E. Main Street	(255)
	05/11/2020	9030	Orange & Rockland	Phone & Internet	(43)
	05/11/2020	9031	Oxford Health Plans	May Health Insurance	(1,585)
	05/11/2020	9032	Purchase Power	Postage	(78)
	05/11/2020	9033	Rockland Carting	Garbage & Recycle	(110)
	05/11/2020	9034	Rockland Web Design Inc.	WEB HOSTING	(360)
	05/11/2020	9035	SUEZ Water New York	Water Bill	(21)
	05/11/2020	9036	Tech Spectrum IT Consulting, Inc.	Technical Support Maintenance	(618)
	05/11/2020	9037	Utica National	Workers Comp	(468)
	05/11/2020	9038	Valerie Vendrame	Little Yoga - 5/13, 5/20 & 5/27/2020	(150)
	05/19/2020			Deposit	12
	05/20/2020	EFT	Pitney Bowes - reserve acct	Replenish Postage Reserve Account	(125)
	05/22/2020	EFT	ADP	PAYROLL PROCESSING FEES -	(69)
	05/26/2020			Payroll Funds Transfer	(14,500)
	05/31/2020			Interest	69
Total 1000 - Operating Account - TD Bank					(34,258)
1005 - Payroll Acct - TD Bank					
	05/10/2020			Payroll Funds Transfer	14,800
	05/13/2020	EFT	ADP	PAYROLL ending 5/9/2020	(9,353)
	05/13/2020	EFT	ADP - taxes	Taxes	(3,940)
	05/13/2020	EFT	Invesco Funds	Retirement Contribution	(1,500)
	05/26/2020			Payroll Funds Transfer	14,500
	05/27/2020	EFT	ADP	PAYROLL ending 5/23/2020	(9,156)
	05/27/2020	EFT	ADP - taxes	Taxes	(3,870)
	05/27/2020	EFT	Invesco Funds	Retirement Contribution	(1,500)
Total 1005 - Payroll Acct - TD Bank					(19)
1006 - Savings - Special Funds					
	05/31/2020			Interest	0
Total 1006 - Savings - Special Funds					0
1040 - Petty Cash					0



8:32 AM  
06/10/20  
Cash Basis

Total 1040 - Petty Cash  
TOTAL

Rose Memorial Library Association  
Cash Disbursement Report

As of May 31, 2020

Date	Num	Name	Memo	Paid Amount
				(34,277)

8:34 AM  
06/10/20  
Cash Basis

Rose Memorial Library Association  
Profit & Loss  
May 2020

	May 20
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	12
4015 · Investment Income	1,089
Total Income	1,101
Gross Profit	1,101
Expense	
6001 · Salaries	27,376
6002 · Benefits	2,619
6007 · Office Postage	170
6010 · Repairs and Maintenance	110
6011 · Health Insurance Premiums Paid	1,507
6015 · Telecommunications	112
6017 · Utilities	417
6019 · Dues/Fees	143
6031 · Internet Access	144
6043 · Retirement 403B	0
6051 · Computer Technical Support	618
6053 · Website Hosting Fee	360
6101 · Capital Expenditures	
6100 · Books	177
6150 · AV	817
Total 6101 · Capital Expenditures	995
6200 · Programs	350
6300 · Supplies	215
6819 · Covid 19 Expenses	243
Total Expense	35,376
Net Ordinary Income	(34,275)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	0
Net Other Income	0
Net Income	(34,275)



Rose Memorial Library Association  
YTD Profit & Loss Budget vs. Actual  
January through May 2020

	Jan - May 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Tax Levy	0	200,000	(200,000)	0%
4001 · Local Public Funds	295,000	295,000	0	100%
4010 · LLSWA State Aid	0	4,400	(4,400)	0%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	1,818	9,250	(7,432)	20%
4015 · Investment Income	6,937	20,000	(13,063)	35%
4016 · Gifts and Donations	102	0	102	100%
4018 · Friends - Income	0	200	(200)	0%
4031 · Library Charges	617	4,000	(3,383)	15%
4032 · Other Income	1,015	3,900	(2,885)	26%
4038 · Rental Income - 61 E. Main	4,900	0	4,900	100%
<b>Total Income</b>	<b>310,389</b>	<b>537,750</b>	<b>(227,361)</b>	<b>58%</b>
<b>Gross Profit</b>	<b>310,389</b>	<b>537,750</b>	<b>(227,361)</b>	<b>58%</b>
<b>Expense</b>				
6001 · Salaries	152,286	351,833	(199,547)	43%
6002 · Benefits	15,013	34,809	(19,796)	43%
6007 · Office Postage	935	2,000	(1,065)	47%
6008 · Accounting & Other Prof Fees	5,519	1,350	4,169	409%
6009 · Legal	1,248	6,100	(4,852)	20%
6010 · Repairs and Maintenance	11,271	20,069	(8,798)	56%
6011 · Health Insurance Premiums Paid	7,495	23,342	(15,847)	32%
6015 · Telecommunications	561	3,044	(2,483)	18%
6017 · Utilities	3,401	8,650	(5,249)	39%
6018 · Insurance	1,535	6,174	(4,639)	25%
6019 · Dues/Fees	1,062	1,815	(753)	59%
6028 · Sewer Taxes	1,456	700	756	208%
6031 · Internet Access	717	1,618	(901)	44%
6032 · Ansernet Service Fee	3,578	12,039	(8,461)	30%
6034 · Software Licensing Fees	0	1,760	(1,760)	0%
6035 · Newsletters	1,512	7,375	(5,863)	21%
6036 · Fundraising	538	2,950	(2,412)	18%
6043 · Retirement 403B	0	0	0	0%
6045 · Advertising and Promotion	0	4,300	(4,300)	0%
6046 · Movie Licensing Contract	387	565	(178)	68%
6050 · RCLS Service Fee	0	2,195	(2,195)	0%
6051 · Computer Technical Support	2,588	3,000	(412)	86%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	420	600	(180)	70%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purchases	413	2,700	(2,287)	15%
6100 · Books	6,723	27,050	(20,327)	25%
6150 · AV	7,209	14,301	(7,092)	50%
<b>Total 6101 · Capital Expenditures</b>	<b>14,345</b>	<b>44,051</b>	<b>(29,706)</b>	<b>33%</b>
6125 · Serials	467	4,234	(3,767)	11%
6200 · Programs	1,600	10,500	(8,900)	15%
6300 · Supplies	5,265	11,275	(6,010)	47%
6819 · Covid 19 Expenses	243	0	243	100%
<b>Total Expense</b>	<b>233,442</b>	<b>566,848</b>	<b>(333,406)</b>	
<b>Net Ordinary Income</b>	<b>76,947</b>	<b>(29,098)</b>	<b>106,045</b>	
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
6800 · Net Payroll	0			
<b>Total Other Expense</b>	<b>0</b>			
<b>Net Other Income</b>	<b>0</b>			
<b>Net Income</b>	<b>76,947</b>	<b>(29,098)</b>	<b>106,045</b>	

Rose Memorial Library Association  
YTD Profit & Loss Budget vs. Actual  
January through May 2020

<u>Jan - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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## Cash Balances:

	1-Jan-20	31-May-20
Operating Acct - TD Bank	\$108,931.84	\$182,860.81
Payroll Acct -TD Bank	\$45.32	\$8.74
Savings Acct - TD Bank	\$7,497.25	\$7,498.81
Bank CDs - Future Fund	\$0.00	\$0.00
Bank CDs - Other	\$0.00	\$0.00
Petty Cash	\$97.01	\$84.00
Merrill Lynch Cash Acct	\$2,344.57	\$6,385.86
Merrill Lynch Certificates of Deposit	\$45,000.00	\$60,000.00
Mer	\$258,263.03	\$241,263.03
Merrill Lynch Premiums/Discounts	\$93.56	\$93.56
Merrill Lynch Cash Acct - Future Fund	\$1,604.68	\$2,630.04
Merrill Lynch Municipal Bonds - Future Fund	\$160,669.20	\$160,669.20
Merrill Lynch Premiums/Discounts - Future Fund	\$785.20	\$785.20
	\$585,331.66	\$662,279.25

ROSE MEMORIAL LIBRARY ASSOC  
79 E MAIN ST  
STONY POINT NY 10980-1641

Primary Account: 5VB-02147



## WEALTH MANAGEMENT REPORT

February 29, 2020 - March 31, 2020

### PORTFOLIO SUMMARY

	March 31	February 28	Month Change
<b>Net Portfolio Value</b>	<b>\$443,772.92</b>	<b>\$481,052.47</b>	<b>(\$37,279.55) ▼</b>
Your assets	\$443,772.92	\$481,052.47	(\$37,279.55) ▼
Your liabilities	-	-	-
Your Net Cash Flow (Inflows/Outflows)	(\$1,184.88)	(\$1,150.00)	-
Securities You Transferred In/Out	-	-	-
<b>Subtotal Net Contributions</b>	<b>(\$1,184.88)</b>	<b>(\$1,150.00)</b>	-
Your Dividends/Interest Income	\$1,185.32	\$1,150.69	-
Your Market Gains/(Losses)	(\$37,279.99)	\$4,430.66	-
<b>Subtotal Investment Earnings</b>	<b>(\$36,094.67)</b>	<b>\$5,581.35</b>	-

*gwendolyn*  
6-12-20

**If you have questions on your statement, call 24-Hour Assistance:**  
(800) MERRILL  
(800) 637-7455  
Access Code: 79-582-02147

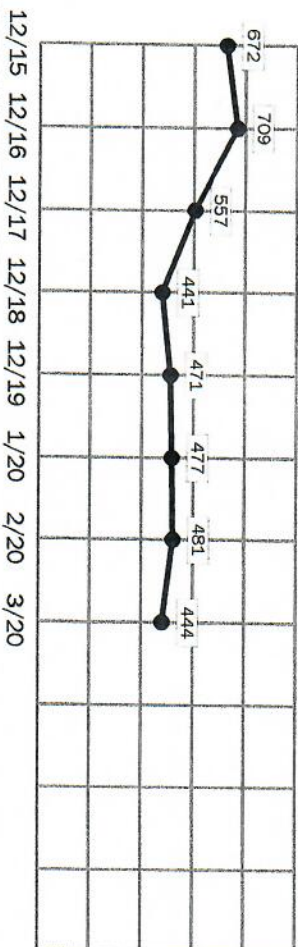
**Investment Advice and Guidance:**  
**Call Your Financial Advisor**

**Your Financial Advisor:**  
JMN GROUP  
2 TOWER CENTER BLVD STE 1200  
EAST BRUNSWICK NJ 08816  
1-732-418-8500

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**Total Value (Net Portfolio Value plus Assets Not Held/Valued By MLPF&S, if any) in thousands, 2015-2020**



### YOU MAY STILL BE ABLE TO MAKE A 2019 IRA CONTRIBUTION UNTIL

7/15/2020. If you earned income in 2019 and have not made an IRA contribution for 2019, call your advisor today to discuss your contribution.

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Primary Account: 5VB02147



February 29, 2020 - March 31, 2020

# YOUR BALANCE SHEET (for your Merrill accounts)

## ASSETS

	March 31	February 28
Cash/Money Accounts	7,015.66	7,015.22
Fixed Income	431,179.05	469,118.26
Equities	-	-
Mutual Funds	-	-
Options	-	-
Other	-	-
Subtotal (Long Portfolio)	438,194.71	476,133.48
Estimated Accrued Interest	5,578.21	4,918.99
<b>TOTAL ASSETS</b>	<b>\$443,772.92</b>	<b>\$481,052.47</b>

## LIABILITIES

Margin Loan/Debit Balance	-	-
Short Market Value	-	-
Subtotal	-	-

<b>NET PORTFOLIO VALUE</b>	<b>\$443,772.92</b>	<b>\$481,052.47</b>
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## OTHER LIABILITIES (not included in Net Portfolio Value)

Loan Management Account <sup>(1)</sup>	-	-
Mortgages	-	-
Home Equity Loans	-	-
Business Loans	-	-
Subtotal	-	-

<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>-</b>
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<sup>(1)</sup> Secured by assets in a Merrill account

## CASH FLOW

	This Report	Year to Date
<b>Opening Cash/Money Accounts</b>	<b>\$7,015.22</b>	
<b>CREDITS</b>		
Funds Received	-	-
Electronic Transfers	-	-
Other Credits	1,150.00	1,389.38
Subtotal	1,150.00	1,389.38

<b>DEBITS</b>		
Electronic Transfers	(1,150.00)	(1,389.38)
Margin Interest Charged	-	-
Other Debits	(1,184.88)	(2,574.26)
Visa Purchases	-	-
ATM/Cash Advances	-	-
Checks Written/Bill Payment	-	-
Advisory and other fees	-	-
Subtotal	(2,334.88)	(3,963.64)

<b>Net Cash Flow</b>	<b>(\$1,184.88)</b>	<b>(\$2,574.26)</b>
Dividends/Interest Income	1,185.32	5,640.67
Security Purchases/Debits	(45,000.00)	(90,000.00)
Security Sales/Credits	45,000.00	90,000.00
<b>Closing Cash/Money Accounts</b>	<b>\$7,015.66</b>	





Primary Account: 5VB-02147



ROSE MEMORIAL LIBRARY ASSOC  
79 E MAIN ST  
STONY POINT NY 10980-1641

May 01, 2020 - May 29, 2020

## WEALTH MANAGEMENT REPORT

### PORTFOLIO SUMMARY

	May 29	April 30	Month Change
<b>Net Portfolio Value</b>	<b>\$451,729.62</b>	<b>\$448,391.56</b>	<b>\$3,338.06 ▲</b>
Your assets	\$451,729.62	\$448,391.56	\$3,338.06 ▲
Your liabilities			
Your Net Cash Flow (Inflows/Outflows)	(\$2,953.75)	(\$1,019.29)	
Securities You Transferred In/Out			
<b>Subtotal Net Contributions</b>	<b>(\$2,953.75)</b>	<b>(\$1,019.29)</b>	
Your Dividends/Interest Income	\$2,953.83	\$1,019.45	
Your Market Gains/(Losses)	\$3,337.98	\$4,618.48	
<b>Subtotal Investment Earnings</b>	<b>\$6,291.81</b>	<b>\$5,637.93</b>	

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**(800) 637-7455**  
Access Code: 79-582-02147

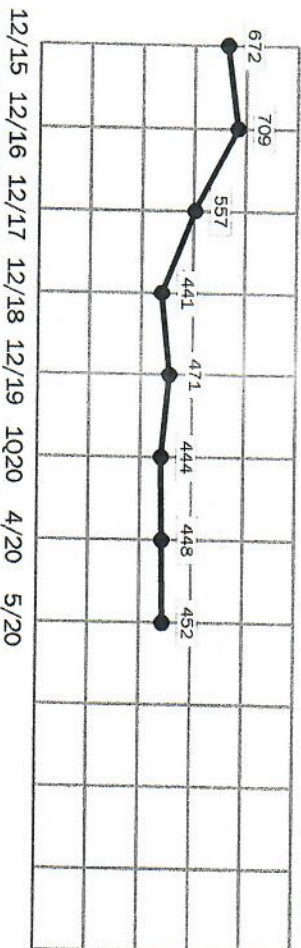
**Investment Advice and Guidance:**  
Call Your Financial Advisor

**Your Financial Advisor:**  
JWN GROUP  
2 TOWER CENTER BLVD STE 1200  
EAST BRUNSWICK NJ 08816  
1-732-418-8500

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are archived for three or more years.

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at the top of the screen once you log in.

**Total Value (Net Portfolio Value plus Assets Not Held/Valued By MLP&S, if any) in thousands, 2015-2020**



### YOU MAY STILL BE ABLE TO MAKE A 2019 IRA CONTRIBUTION UNTIL

7/15/2020. If you earned income in 2019 and have not made an IRA contribution for 2019, call your advisor today to discuss your contribution.

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1-19

Primary Account: 5VB-02147



# YOUR BALANCE SHEET (for your Merrill accounts)

May 01, 2020 - May 29, 2020

## ASSETS

	May 29	April 30
Cash/Money Accounts	9,015.90	9,015.82
Fixed Income	438,024.99	433,278.13
Equities	-	-
Mutual Funds	-	-
Options	-	-
Other	-	-
Subtotal (Long Portfolio)	447,040.89	442,293.95
Estimated Accrued Interest	4,688.73	6,097.61
<b>TOTAL ASSETS</b>	<b>\$451,729.62</b>	<b>\$448,391.56</b>

## LIABILITIES

Margin Loan/Debit Balance	-	-
Short Market Value	-	-
Subtotal	-	-
<b>NET PORTFOLIO VALUE</b>	<b>\$451,729.62</b>	<b>\$448,391.56</b>

## OTHER LIABILITIES (not included in Net Portfolio Value)

Loan Management Account <sup>(1)</sup>	-	-
Mortgages	-	-
Home Equity Loans	-	-
Business Loans	-	-
Subtotal	-	-
<b>TOTAL LIABILITIES</b>	<b>-</b>	<b>-</b>

<sup>(1)</sup> Secured by assets in a Merrill account

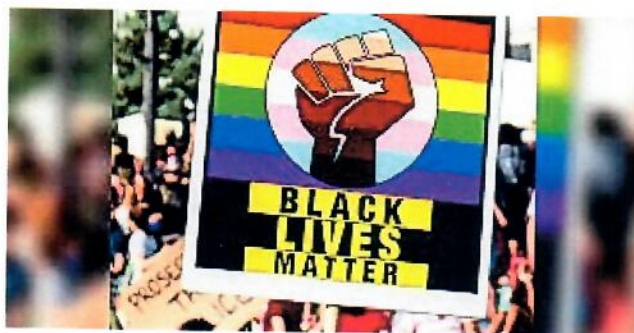
## CASH FLOW

	This Report	Year to Date
<b>Opening Cash/Money Accounts</b>	<b>\$9,015.82</b>	
<b>CREDITS</b>		
Funds Received	-	-
Electronic Transfers	-	-
Other Credits	1,019.29	3,593.55
Subtotal	1,019.29	3,593.55
<b>DEBITS</b>		
Electronic Transfers	(1,019.29)	(3,593.55)
Margin Interest Charged	-	-
Other Debits	(2,953.75)	(6,547.30)
Visa Purchases	-	-
ATM/Cash Advances	-	-
Checks Written/Bill Payment	-	-
Advisory and other fees	-	-
Subtotal	(3,973.04)	(10,140.85)
<b>Net Cash Flow</b>	<b>(\$2,953.75)</b>	<b>(\$6,547.30)</b>
Dividends/Interest Income	2,953.83	9,613.95
Security Purchases/Debits	-	(150,000.00)
Security Sales/Credits	-	152,000.00
<b>Closing Cash/Money Accounts</b>	<b>\$9,015.90</b>	

3-4-9



**Director's Report**  
**Rose Memorial Library**  
**June 11, 2020**  
**For the Board Meeting of Wednesday June 17, 2020**  
**James Mahoney, Director**



The Governor gave us the date-to open - June 9<sup>th</sup> - and so we did. Well, a soft opening anyway, with just a limited number of the staff this week, opening next week with curbside service. Tuesday and Wednesday, we worked steadily at checking in probably 600 items that had accumulated on our book trucks and tables since March 15<sup>th</sup>. We had kept our bookdrop open all this time and senior staff visited about 3-days a week to empty the book drop, so we had quite a stash. I estimate that about 90% were Rose Memorial and the rest belonging other libraries in the RCLS system. By Thursday we had cleared it all off, and that included deliveries each day this week, bringing in more of our materials from all over the system.

Now we are getting deliveries from the RCLS trucks bringing our books that have held at other libraries. , and yesterday Janet started processing about 40-50 new books that were delivered by mail from orders that were placed earlier in the year.

Oscar and Susan already have kept up with the reviews in the library magazines and their orders were sent out today at the push of a button, and they will be on their way to Rose Memorial. Please read their reports (at the end of this report) about what they have been doing in the past weeks. With my encouragement, in the short time available, they have pulled together a modest, but powerful list of virtual material to celebrate the rest of Pride Month, including the inclusion of Black Lives Matter.

Three of our staff have delayed their return to the Library, generally from health issues not directly related to COVID-19. We are managing quite well since we are now running on a limited staff schedule, and limited hours of business. Staff are eager to get back to work, and were pleased to have received full pay in the interim. I have already made out the schedule for the next two weeks (the same) and I am asking staff to review it.

I have received confirmation from the buyer's attorney, that Mr Melita has been notified of the Board's decision. I have also spoken with one realtor who was very enthusiastic. That information has already been forwarded to the trustees.

Three links to several hundred library webinars and instructive virtual presentations were sent to the staff for their consideration in the final stage of balancing in-library work with work-at-home. I am asking everyone to subtract their library work time from their budgeted weekly time and try to fill in the gap with as many webinars as they can. Each week they will be reporting their work time to Gretchen. We have the reverse situation as well, being down three staff, so that some staff will be earning more than the weekly budgeted time, so they will be paid more. The bookkeeper is unflappable, but this creates a headache. In a few weeks, we will be increasing staff time as we gradually bring our hours of operation back to "normal"

Meetings, webinars and consultations:

May 18 <sup>th</sup>	Rose Memorial Admin staff zoom meeting 3:30
May 19 <sup>th</sup>	Rose Memorial general staff zoom meeting 11:30
May 20 <sup>th</sup>	RCLS Director's Association, zoom meeting 11:00 Rose Memorial Library Board of Trustees 6:30 pm
May 26 <sup>th</sup>	Rose Memorial Library general staff meeting 1:30pm
May 27 <sup>th</sup>	Westchester Medical – test Rose Memorial Library Board of Trustees – May Meeting continued
May 28 <sup>th</sup>	RCLS Director's Association zoom meeting 9:30 Rockland Director's Meeting – Zoom – 1:30pm Called Robert Schofield, Esq re: 414, left message Called Gretchen Pollack re: work-at-home recording Worked on catalog of worked at home webinars
May 29 <sup>th</sup>	Consult with Robert Manea – Frontline IT Spoke with Supervisor Monaghan re: Library re-opening Vanguard Cleaning about re-opening
May 13 <sup>st</sup>	Revise staff schedule for June 9 <sup>th</sup> opening Research material: Long Range Planning (Amanda) current budget (Griffin)
June 1 <sup>st</sup>	Amanda Pagan-Glass re: Long Range Planning Retrieve extra booktruck from 61 E Main garage & deliver unsolicited donations
June 4 <sup>th</sup>	Rockland Director's zoom meeting 9:30 Spoke with Patricia Giblin, Commissioner Rockland Co BOElections re: Instructions for a Chapter 414 referendum in 2020 E-mail exchanges with attorney Randall Beach re: sale of 61 E Main
June 8 <sup>th</sup>	Rose Memorial Library general Admin staff meeting 1:30: re: Reopening
June 9 <sup>th</sup>	Begin soft opening of Library "discharging" returned material with small staff
June 10 <sup>th</sup>	RCLS Director's Association, zoom meeting 9:30 am
June 12 <sup>th</sup>	Rose Memorial Library general staff meeting 3:00 pm

Hi Jim,



**Youth Services Report**  
**June 2020**  
**Susan Babcock, Head of Youth Services**

Here is a short synopsis of the upcoming Summer Reading Program that I have been trying to put together.

Summer Reading has been my prime focus the last few weeks. We will be using an entertainment company called PageTurners to present a 10 week Virtual Summer Reading Program. A separate RML Summer Reading Facebook page was created for patrons to join. 5 days a week for 10 weeks there will be programming posted on the Summer Reading facebook page. The programming will include comedy story theater shows, crafts, recipes, author interviews, guest performers, contests, games, and much more. We will also provide some kind of Bingo Board type reading log that can be picked up when we start curbside or printed out at home. I am also working on some sort of curbside activities pick up (bag of craft materials with instructions for theme related crafts etc). This summer reading will be a lot different without in person programming but I am learning as I go along. I am happy to at least be able to provide encouragement for our patrons virtually.

**Adult Services Report**  
**June 2020**  
**Oscar Chrin, Adult Services Librarian**

We have had three adult programs since the last report, a second Zoom Book Club (attended by 2 patrons) and an asynchronous "Intro to Meditation" program by our Chair Yoga instructor Rochelle Spooner. The first session currently has 87 views with an average view duration of 3:36 minutes and 10% of viewers watching the entire 22 minute video. Each of these videos takes about 4-6 hours to produce (not including the audio recording time as done by the presenter). According to an RCLS webinar I attended about digital programming, any view over 1 minute can be counted as "attendance" for a digital program. The second video was posted Monday (6/8) morning and only has four views at the time of writing but I anticipate that will go up as the first did.

Gretchen and I are hosting a third book club event, this time picking an LGBT book for Pride Month ("A People's History of Heaven" by Mathangi Subramanian). I'm also hoping to schedule a Pride Month film discussion of "Moonlight" (2017 Academy Award/Golden Globe winner) which is available to our patrons through the Kanopy platform.

**Library Operations Manager**  
**June 2020**  
**Gretchen Pollack**

Our staff has been honing their computer skills during quarantine through online classes reviewing the intricacies of searching for materials, placing holds and navigating both the public

version of our catalog and the library version. One silver lining of this difficult time is that our circulation desk skills have been sharpened and our abilities to assist patrons improved. I attended many RCLS CTUG ( Circulation Technology Services User Group) meetings throughout quarantine. This group, which normally gathers two or three times a year to discuss issues) was meeting bi weekly and then weekly as we navigated this unprecedented event. It was very helpful to be able to discuss the issues and hear how individual libraries were meeting the challenges. I feel RML was "ahead of the game" on two fronts:

1. many libraries were not taking in any returns during the past months and are just now receiving the mountains of materials back from patrons and beginning the quarantine of those items. RML never closed the book drop. The book drop was frequently emptied and materials put to quarantine. This week those disinfected materials are being returned to the collection and are available to patrons.
2. there was considerable effort amongst the libraries put into obtaining the required PPE once the list was made available for reopening. Many items were either unavailable, exorbitantly priced, or came with delivery dates months away. At our CTUG meetings, there was often a frantic exchange of sources as individual libraries tried to find materials. Our Carole worked from the CDC guidelines, Gov. Cuomo's conferences and Ed Day's conferences. Materials required for reopening had been ordered months ago and already received. It seemed that whenever an item was added to the discussion, Carole already had it.

With our materials returned to the collection we look forward to beginning our curbside services next week. Staff has been flexible and cooperative; we really have a great team.



**Fwd: 2 items**

6/8/20 2:14 PM

From: Susan Bova <[susan.bova@randrealty.com](mailto:susan.bova@randrealty.com)>To: [jmahoney@rcls.org](mailto:jmahoney@rcls.org)

Hi Jim,

It was great talking with you on the phone and it would be my pleasure to be of service to Rose Memorial Library. I would recommend listing the property at 61 East Main Street for \$399,000. Here is a listing contract for your review. Please let me know if I can be of service and I am available to meet in person. Please feel free to call me anytime.



**Susan Bova**  
**Real Estate Associate Broker**  
**BHG Rand Realty**  
**Gold Award Winner**  
**Certified Home Stager**  
**35+ Years as a Realtor**  
**Cell 845-826-0333**

[Click here to find out what your home value is!](#)

[Check out my reviews on Real Satisfied!](#)

[Click here to sign up for a monthly Neighborhood Newsletter!](#)

----- Forwarded message -----

From: **Susan Bova** <[suebova11@hotmail.com](mailto:suebova11@hotmail.com)>

Date: Mon, Jun 8, 2020 at 1:42 PM

Subject: 2 items

To: Susan Bova <[susan.bova@randrealty.com](mailto:susan.bova@randrealty.com)>

Sent from Mail for Windows 10

**Attachments:**

- scan0002.jpg
- scan0003.jpg



# Exclusive Right to Sell Listing Agreement

Rose Memorial Library June 2020  
Owner(s) Name(s) Effective Date  
61 East Main St. Stony Point 10980 \$ 399,000  
Property Street City/Town Zip Code Initial List Price  
Owner's Mailing Address (If different than property address) Owner's Email/Phone

This Agreement confirms that the Owner identified above has appointed RWSP Realty LLC, doing business as "Better Homes and Gardens Real Estate® Rand Realty" ("Broker"), to act as the Owner's exclusive agent for the sale of the "Property" identified above. In return for Broker's agreement to use the Broker's best efforts to sell the Property, Owner agrees to grant Broker the sole and exclusive right to sell the Property upon the terms stated below:

- 1. TERM AND PRICE.** The "Effective Term" of this Agreement shall begin on the "Effective Date" identified above, and shall expire at midnight nine (9) months after the Effective Date (the "Expiration Date"). Owner authorizes Broker to offer the Property for sale at the "Initial List Price" identified above and be sold, subject to negotiation, at such price and other terms to which the Owner agrees at Owner's sole discretion. Owner agrees to periodically review the offering price of the Property with Broker, and to consider adjusting the price if necessary to respond to changing market conditions.
- 2. FAIR HOUSING.** Owner and Broker agree to comply fully with local, state, and federal Fair Housing laws as well as REALTOR® Code of Ethics regulations against discrimination on the basis of race, creed, color, religion, sex, national origin, handicap or disability, gender identity or expression, marital or civil union status, affectional or sexual orientation, familial status, ancestry, nationality, or any other prohibited factors.
- 3. OWNER RESPONSIBILITIES.** The defined term "Owner" refers collectively to all parties who have an ownership interest in the Property. (a) *Authority.* The undersigned Owner represents that he or she has the right and authority to enter into this Agreement, and each and every undersigned Owner party agrees to be personally and individually responsible for all of the Owner's obligations under this Agreement. (b) *Representations.* Owner will promptly disclose to Broker if Owner is in default of any mortgage affecting the Property or if property taxes are not paid up-to-date at any point during the Effective Term, will maintain adequate property and casualty insurance on the Property, and will indemnify and hold Broker and its agents and employees harmless for any liability from injuries or losses incurred at the Property during the Effective Term. (c) *Inquiries.* Owner will direct all inquiries on the Property to Broker, and agrees that all offers will be submitted through Broker. (d) *Authorizations.* Owner authorizes Broker as follows: (i) to place a "For Sale" sign on the Property, if allowed under local law or regulation; (ii) to install an electronic "lockbox" on the Property to allow for access by showing agents, understanding that neither Broker, any cooperating agent, nor the local multiple listing system shall be responsible for any theft, loss, or damages attributed to the use of a lockbox; (iii) to allow showings of the Property at any reasonable hour; (iv) to take and publish photographs and video of the Property for use in Broker's marketing campaign; and (v) to allow Broker and Broker's affiliates to contact Owner by phone, email, or other communication media. Owner may withdraw these authorizations at any time by giving written notice to Broker.
- 4. AUTHORIZED SUBMISSIONS.** (a) *Multiple Listing.* Owner authorizes Broker to submit information about the Property to any multiple listing service ("MLS") that services the local area for dissemination to MLS participants. Owner represents that Owner has the right and authority to transfer copyrights in any data submitted to the MLS, and Owner and Broker hereby assign to the MLS all rights of ownership and copyright to such data for dissemination to MLS participants. Owner acknowledges the following: (i) no provision in this Agreement is intended to nor shall be understood to establish or imply a contractual relationship between Owner and any MLS; (ii) no MLS has participated in any way in establishing the terms of this Agreement; (iii) Broker's ability to submit or maintain this listing with any MLS is subject to Broker's continued status as a participant in good standing with that MLS; (iv) all data relating to the Property, including pictures, videos, information, and sketches, will be aggregated with that of other properties listed by MLS participants and will become the copyrighted data of the local MLS. (b) *Internet Marketing.* Owner also authorizes Broker to submit all data relating to the Property, including pictures, videos, information, and sketches, to cooperating Internet sites so long as Broker determines that submission would be in the best interest of marketing the Property. Owner can ask for the withdrawal of property information from any internet site at any time.
- 5. AGENCY.** Owner has been advised and acknowledges the following about the representation relationship with Broker. (a) *Agency.* Owner has been advised that the licensed real estate agent presenting this Agreement to Owner will be representing the Owner as the Owner's seller's agent under New York State agency law. Owner has also been advised that Broker also represents many buyers in the local market area, and it is possible another agent for Broker, or the agent presenting this Agreement, might procure prospective buyers for Owner's Property, which would then create a "dual agency" or a "dual agency with designated sales associates" relationship that will be subject to Owner's informed consent. (b) *Cooperating Agents.* Owner has been advised that Broker will be making offers of cooperation and compensation to agents representing buyers, and agents working with buyers as "broker's agents," but that Broker is not authorized to offer cooperation to sub-agents in order to protect Owner from vicarious liability for the acts of sub-agents. (c) *Other Clients.* Owner has been advised that Broker might represent other clients who are selling properties similar to Owner's Property, and consents to such representation.
- 6. ACKNOWLEDGEMENTS.** Owner has been advised and acknowledges the following: (a) *Limitations of Representation.* Owner acknowledges that Broker is providing services solely as a real estate broker, and that Owner is not retaining Broker to act as an attorney, tax advisor, appraiser, surveyor, structural engineer, accountant, architect, home inspector, or any other professional service provider, and that if Broker recommends professional service providers Broker is not responsible for their performance or a guarantor of their services. (b) *No Property Management.* Owner acknowledges that Owner is not retaining Broker as a property manager, that Broker is not responsible for the maintenance of the Property unless the parties so agree pursuant to a separate property management agreement, and that Broker is not responsible for any damage to the Property during the Effective Term unless such damage is caused by Broker's own willful acts or gross negligence. (c) *Misrepresentations.* Owner hereby indemnifies Broker for all liability from any misrepresentations about the zoning compliance, property condition, property taxes, or any other feature of the Property listed by Owner, where such misrepresentations are based on information provided to Broker by



Owner. (d) *Home Warranty*. Owner has been advised of the option to purchase a home warranty on the Property for the duration of the listing. (e) *Disclosures*. Owner acknowledges receipt of copies of the following documents, or duplicate signed originals for documents requiring Owner's signature: the Exclusive Right to Sell Listing Agreement; the New York State Agency Disclosure Form for Sellers; the Rider to Exclusive Right to Sell Listing Agreement for Preparation Time; the federally-required Seller's Disclosure of Information on Lead-Based Paint and/or Lead Based Paint Hazards; the publication *Agency Relationships in Buying and Selling a Home*; and disclosures pertaining to Owner's obligations to disclose existence of private drinking water systems and to test such systems. (f) *Property Condition*. Owner acknowledges that Broker has provided Owner with a copy of the New York State Property Condition Disclosure Form, has advised Owner to consult with an attorney about completing the form prior to entering contract with a buyer, and has advised Owner that failure to provide a prospective purchaser with a completed Property Condition Disclosure Form could obligate Owner to provide the prospective purchaser with a \$500 credit at closing.

**7. COMPENSATION.** (a) *Commission*. If during the Effective Term of this Agreement or any extension thereof, Owner enters into an agreement to sell, transfer, or exchange the Property with anyone, Owner will pay Broker a commission of six percent (6.0%) of the sales, transfer, or exchange price ("Commission") of the Property. This Commission will be deemed earned and payable at the time that Owner enters into an agreement to sell, transfer, or exchange the Property, and will be paid no later than the closing or the date of the final termination of any such agreement. (b) *Other Brokers*. Owner authorizes Broker to make an offer of cooperation to all participants in the local MLS and to any other cooperating broker licensed to receive a commission, and to exercise Broker's discretion to make part of the Commission available in an offer of compensation to selected cooperating brokers. Owner acknowledges that Broker has explained that the amount of Broker's offer of compensation could affect the extent to which the Property is exposed to prospective buyers, and that Broker has disclosed the amount of compensation that will be initially offered to cooperating brokers. Broker will notify Owner of any changes to the offer of compensation by Broker. (c) *Deposit*. At the time of closing, Owner may be required to deposit the Broker's Commission with the county clerk in the event that Owner does not pay the Broker his or her Commission as set forth herein. Owner's obligation to deposit the Broker's Commission with the county clerk may be waived by the Broker. (d) *Holdover Clause*. Owner agrees to pay the Commission if, within six (6) months after the Expiration Date of this Agreement (the "Holdover Period"), Owner enters into an agreement to sell, transfer, or exchange the Property to any prospective buyer who saw the Property during the Effective Term of this Agreement or any extension thereof, provided that (i) Owner personally met the prospective buyer during the Effective Term, (ii) Owner received an offer to purchase from the prospective buyer during the Effective Term, or (iii) Owner received written notice from Broker within two weeks of the expiration of this Agreement identifying the prospective buyer as a party covered by this Paragraph. In the event that Owner relists the Property with another broker, Owner is advised to notify such broker about the existence of the Holdover Clause, and require that any relist is subject to exclusions for the buyers covered by this Paragraph.


**8. EXCLUSIVE RIGHT TO RENT.** Owner grants the Broker the exclusive right to rent the Property, will advise Broker of any intention to the rent the Property, and agrees to pay a commission of Eight-Point-Three-Four-Percent (8.34%) of the total rent due under the term of the lease if Owner leases the Property to anyone during the Effective Term of this Agreement, any extension thereof, or the Holdover Period. This rental commission will be due and payable upon execution of a lease by a prospective tenant, and upon any renewal of that lease by the tenant. In addition, if within six months of the termination of the leasehold, or any extension thereof, the tenant or anyone acting on behalf of the tenant enters into an agreement to purchase, transfer, or exchange the Property with Owner, then Owner will pay Broker the Commission identified in Paragraph 7 above.

**9. TERMINATION, ASSIGNMENT, AND EXTENSION.** (a) *Termination*. Owner has the right to terminate the agency relationship and the Broker's authority at any time prior to the expiration of this Agreement, but is advised that Broker will retain its contract rights for any Commission generated during the full Effective Term and the Holdover Period of this Agreement, and will further have the right to recover any advertising expenses, other out-of-pocket expenses, or other damages incurred by reason of the early termination. (b) *Assignment*. Broker has the right to assign this Agreement, with written notice to Owner, to another licensed real estate broker in the State of New York. (c) *Extension*. In the event the Property is not under contract by the end of the Effective Term of this Agreement, an oral Agreement to extend this Agreement shall be binding on Owner as if extended by a signed writing if (i) Owner accepts the benefits of this Agreement by allowing Broker to maintain the Property in the MLS system, keep a "for sale" sign on the Property, or present offers to Owner; or (ii) if Owner gives written authorization via email or facsimile to Broker to make an extension of the Agreement by submitting a formal extension to the local MLS signed in the Broker's own name.

**10. ADDITIONAL TERMS.** The parties agree that: (a) any disputes involving this Agreement will be governed by the laws of the State of New York, with venue in Westchester, Rockland, or Orange Counties; (b) this Agreement is the whole agreement of the parties; (c) this Agreement supersedes all prior written or oral agreements between the parties; (d) any changes in the typed language of this Agreement must be initialed by both parties in order to be binding, and no subsequent changes to this Agreement other than those provided for herein shall be binding on any party unless they are in writing signed by all parties; (e) if any term of this Agreement is deemed to be unenforceable, that shall not affect the enforceability of any other terms; and (f) the parties agree to the following handwritten terms that are initialed by both parties:


OWNER ACKNOWLEDGES BY SIGNING BELOW THAT THIS AGREEMENT IS A TWO-PAGE DOCUMENT, THAT OWNER HAS READ AND UNDERSTOOD BOTH PAGES, THAT ALL THE TERMS OF THIS AGREEMENT HAVE BEEN FILLED IN PRIOR TO SIGNING, AND THAT OWNER HAS RECEIVED A FULLY-SIGNED COPY OF THIS AGREEMENT.

OWNER HEREBY AGREES TO AND ACCEPTS THE TERMS OF THIS EXCLUSIVE RIGHT TO SELL AGREEMENT:

			
OWNER	DATE	OWNER	DATE
AUTHORIZED REPRESENTATIVE OF BROKER			
			DATE

## DEFINITIONS

The following definitions are offered in compliance with Regulation 175.24 under Article 12-A of the Real Property Law: An "EXCLUSIVE RIGHT TO SELL" listing means that if you, the owner of a property, find a buyer for your house, or if another Broker finds a buyer, you must pay the agreed commission to the present broker. An "EXCLUSIVE AGENCY" listing means that if you, the owner of a property, find a buyer, you will not have to pay a commission to the broker. However, if another broker finds a buyer, you will owe a commission to both the selling broker and your present broker.

			
OWNER	DATE	OWNER	DATE



To Jim Mahoney and the Board of Trustees,

I have been with the Rose Memorial Library for almost 20 years. I would like to express my interest in the evening hours (substitute or permanent) should they become available. I have seniority and should be given the opportunity for any open hours first. In the event that we have a technical services department in the future I would be interested in working in that department as I have experience in technical services from Orangeburg Library in which I was there for 9 years.

Thank you all for your consideration.

Janet Dean  
6/17/20