

Regular Meeting of the Board of Trustees

~~Wednesday, January 17, 2018~~ Postponed to Thursday, January 25, 2018
To follow the Annual Meeting, Kennedy Room

Agenda

I. Call to Order

II. Adoption of Minutes: Regular Meeting, November 15, 2017 * ###

Approval of record of Discussion, December 20, 2017 (no Quorum) *

III. Public Comment

IV. Friends of the Library

V. Finance - Narrative Report (J Mahoney)

Addendum to the Cash Receipts & Disbursements Report *
(Year-end Budget Adjustments)

This replaces the Addendum provided for the December Meeting

Approval of Disbursements. Month ending November 30, 2017 * ###

Approval of Disbursements. Month ending December 31, 2017 *

Financial Reports for November 2017 * ###

Financial Reports for December 2017 *

VI. Reports

A. Director's Report, November 14, 2017 – December 15, 2017 ###

B. Director's Report, December 15, 2017/January 12, 2018

C. Board Committees

1. Building Committee

2. **Finance & Budget** Budget Committee Meeting Report (R Sanders)

Motion: Adoption of the 2018 Operating Budget * ###

2. Facilities & Capital Projects (J Lima)

3. Policy (J Lima)

4. Planning (C Mandara)

5. Technology (T Needleman)

VII. Old Business

A. New Trustee appointment *

B. By-Law: Reduction of number of Trustees from 9 to 7 *

VIII. New Business

A. Nominations & Election of Officers for the Board of Trustees for 2018 *

B. Schedule of 2018 Board of Trustee Meetings *

C. Motion to grant Director time rollover for vacation time from 2017 * (13.25 days)

D. Establish a 403b Annuity Plan for staff retirement savings ###

E. Motion to establish the position of Circulation Manager *

IX. Announcements

X. Executive Session * Real Estate, Personnel, Legal

XI. Adjournment *

= See December 20 2017 Board Packet for background & details

*** =motion required**

Next Scheduled Meeting:

Wednesday, February 21, 2018 @ 6:30 P.M.

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

Regular Meeting of the Board of Trustees

Wednesday, November 15, 2017

6:30 pm

Minutes

Attendees: Jennifer Lima, Rebecca Sanders, Michele Rinaldi, Theodore Needleman, Terry Marsico, Christina Mandara, (6). James Mahoney (Director)

I. Call to Order at 6:35pm by Ms. Lima

II. Adoption of Minutes:

Motion made by Mr. Marsico, 2nd by Mr. Needleman to accept the Regular Meeting minutes for September 20, 2017. Motion passed.

Motion made by Mrs. Mandara, 2nd by Mr. Marsico to accept the Regular Meeting minutes for October 18, 2017. Motion passed.

Motion made by Mrs. Sanders, 2nd by Ms. Lima to accept the minutes for the Special Meeting held on November 13, 2017. Motion passed.

III. Public Comment

Dorothy Flora submitted her resume previously for consideration for a position on the Board of Trustees (see attached). Mrs. Flora has lived in Stony Point for 20 years and has a background in environmental health and safety as well as volunteering in her community.

Nicholas Sten is also interested in a Board position, and attended the Board meeting to get a better sense of the responsibilities and time commitment required. Mr. Sten is a single father who utilizes the Library often with his children.

Cynthia Branca attended to offer her time as a volunteer. She is a Certified Financial Planner and has much experience in leadership positions on other Boards.

IV. Friends of the Library

Ms. Mandara continues to try to revive the Friends group and held a meeting earlier in the week with Gail Mulligan and Brenda Cirruzzo. Both are interested in being in the Friends group but more assistance is needed to develop a fundraising initiative.

V. Finance – See Director's Report Narrative

Motion to Approve the of Expenses and Disbursements for month ending October 31, 2017 made by Mr. Needleman, 2nd by Ms. Sanders. Motion passed.

VI. Reports

A. Director

1. The Board reviewed the Report prepared by Mr. Mahoney with no need for discussion or comment.

B. Board Committees -

1. Building/Capital Projects – Report on Old School Project

Ms. Lima signed and returned the letter of termination for the contract for 117 West Main St. The down payment, less the \$10,000 promised to the sellers for extending the contract through 11/15/17 was returned totaling \$130,000.

The Board discussed and agreed that the asking price for 61 East Main St. should be reduced to \$499,000. Ms. Lima will notify the realtor, Mr. Rizutto. The Board also discussed that the property across the street was just sold for \$309,000 with 1.6 acres and a house in need of much repair.

2. Finance & Budget - Preparation of 2018 Operating Budget. A meeting of the Finance committee was set for Monday 12/11 at 7pm to review the 2018 budget.
3. Policy - The committee should set a time to meet in early 2018 to review policies and update as needed.
4. Planning – Hamilton raffle - selling strategy
Hamilton Day - Jan 11 drawing event
5. Technology - Mr. Marsico stated that BOCES could help us with certain technology needs.

VII. Old Business - None

VIII. New Business

1. Auditor's Report - Berard & Associates – 2016 Audit Report *

The Board will review this report and vote to accept it at the next meeting.

2. Adoption of Holiday Closing Schedule 2018 *

Motion made by Ms. Sanders, 2nd by Mr. Marsico to accept the 2018 Holiday closing schedule. Motion passed.

3. Resolution to approve the RCLS 2018 Budget *

<http://www.rcls.org/?q=node/257>

Motion made by Mr. Marsico, 2nd by Mrs. Mandara to accept the RCLS 2018 Budget. Motion passed.

4. Resolution to approve the renewal of the ANSER Agreement *

<http://www.rcls.org/anser/2013-2017%20ANSER-Agreement.pdf>

Motion made by Mr. Needleman, 2nd by Ms. Lima to accept the renewal of the ANSER agreement. Motion passed

IX. Executive Session - None

X. Adjournment

Motion made to adjourn at 8:47pm by Mr. Needleman, 2nd by Mrs. Sanders. Motion passed.

Next Scheduled Meeting: Wednesday, December 20, 2017 @ 6:30 P.M.

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

Regular Meeting of the Board of Trustees

Wednesday, December 20, 2017

Minutes -Record of Discussion = NO QUORUM

Attendees: Theodore Needleman, Jennifer Lima, Christina Mandara, Terence Marsico, James Mahoney (Director)

I. Call to Order by Ms. Lima at 6:56pm

II. Adoption of Minutes: Regular Meeting, November 15, 2017 * - No quorum

III. Public Comment - None

IV. Friends of the Library –

A separate checking account has been established. We need to recruit new members to the group and will increase efforts in January.

Mr. Mahoney has investigated how different “Friends” groups operate and manage fundraising and funds.

V. Finance - Narrative Report (J Mahoney)

Approval of Disbursements. Month ending November 30, 2017 * - no quorum

Financial Reports for November 2017 * - no quorum

VI. Reports

C. Director’s Report, November 14, 2017 – December 15, 2017

D. Board Committees

4. Building Committee – may need to decrease the price even more.

5. Finance & Budget - Budget Committee Meeting Report (R Sanders)

3. Facilities & Capital Projects (J Lima) - None

4. Policy (J Lima) – will set a meeting in January to review policies and establish an investment policy based on the auditor’s recommendations.

a. Discussed reducing the Board number back to 7 members. Will consult with Mr. Schofield on the correct procedures and wording.

4. Planning (C Mandara) - “Hamilton” Fundraiser going well.

5. Technology (T Needleman) - None

VII. Old Business

1. New Trustee - Dorothy Flora will be voted onto the Board in January.

VIII. New Business

1. Nominations & Election of Officers for the Board of Trustees for 2018 * - no quorum

2. Schedule of 2018 Board of Trustee Meetings * - no quorum

3. Motion to grant Director time rollover for vacation time from 2017 * - no quorum

4. Mr. Needleman asked if we should try to get a grant to have a defibrillator installed. His daughter, a paramedic and certified trainer, offered to instruct the staff on the use for free. Mr. Mahoney stated that he remembered when they were first introduced; some libraries were concerned about liability.

IX. Announcements - None

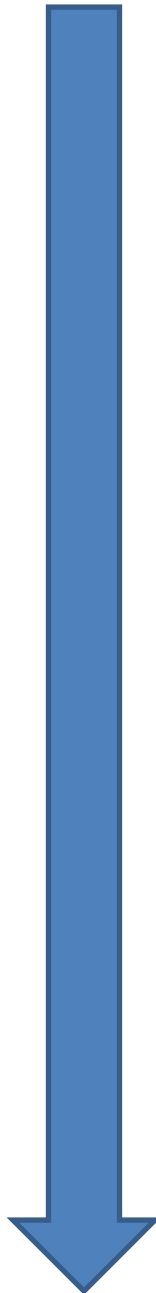
X. Executive Session * - None

XI. Adjournment - meeting adjourned at 7:44pm – no quorum.

**=motion required*

***Next Scheduled Meeting:
Wednesday, January 17, 2018 @ 6:30 P.M.***

12.14.17



11:53 AM
01/11/18
Cash Basis

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January through December 2017

Ordinary Income/Expense	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Income				
4 - Contributed support	0	0	0	0%
4000 - Tax Levy	200,000	200,000	0	100%
4001 - Local Public Funds	255,000	255,000	0	100%
4010 - LLSWA State Aid	4,370	4,375	(5)	100%
4011 - Grants & Aid	1,000	1,000	0	100%
4014 - Fundraising Income - Appeal	5,610	11,250	(5,640)	50%
4015 - Investment Income	26,369	32,000	(5,631)	82%
4016 - Gifts and Donations	204	4,000	(3,796)	5%
4018 - Friends - Income	611	600	11	102%
4031 - Library Charges	7,311	9,100	(1,789)	80%
4032 - Other Income	2,995	2,000	995	150%
4038 - Rental Income - 61 E. Main	14,700	14,700	0	100%
Total Income	518,170	534,025	(15,855)	97%
Gross Profit	518,170	534,025	(15,855)	97%
Expense				
6001 - Salaries	340,675	351,750	(11,075)	97%
6002 - Benefits	36,422	35,584	838	102%
6007 - Office Postage	1,572	1,800	(228)	87%
6008 - Accounting & Other Prof Fees	33,268	7,300	25,968	456%
6009 - Legal	2,062	2,100	(38)	98%
6010 - Repairs and Maintenance	23,899	22,177	1,722	108%
6011 - Health Insurance Premiums Paid	20,758	30,133	(9,375)	69%
6015 - Telecommunications	1,122	2,880	(1,758)	39%
6017 - Utilities	9,106	9,100	6	100%
6018 - Insurance	7,907	4,725	3,182	167%
6019 - Dues/Fees	1,608	4,480	(2,872)	36%
6028 - Sewer Taxes	1,293	1,225	68	106%
6031 - Internet Access	1,158	1,632	(474)	71%
6032 - Ansermet Service Fee	11,081	12,274	(1,193)	90%
6034 - Software Licensing Fees	0	1,395	(1,395)	0%
6035 - Newsletters	8,970	8,000	970	112%
6036 - Fundraising	1,550	2,650	(1,100)	58%
6045 - Advertising and Promotion	2,010	1,600	410	126%
6046 - Movie Licensing Contract	474	540	(66)	88%
6050 - RCLS Service Fee	1,310	1,742	(432)	75%
6051 - Computer Technical Support	3,566	500	3,066	713%
6052 - New Library Website	0	500	(500)	0%
6053 - Website Hosting Fee	555	360	195	154%
6099 - Friends Expenditures	0	500	(500)	0%
6101 - Capital Expenditures				
6022 - Fixed Asset & Capital Purchases				
6400 - New Site Plan Expenses	58,804			
6401 - Architect Fees	17,223			
6022 - Fixed Asset & Capital Purchases - Other	9,001	7,300	1,701	123%
Total 6022 - Fixed Asset & Capital Purchases	85,028	7,300	77,728	1,165%
6100 - Books	39,088	35,000	4,088	112%
6150 - AV				
6110 - AV-Audio	3,126	3,100	26	101%
6130 - Video Tapes and DVDs	5,426	6,000	(574)	90%
6140 - Databases	0	1,800	(1,800)	0%
6141 - Digital Reading Technology	3,371	4,740	(1,369)	71%
6160 - Software	3,559	1,000	2,559	356%
Total 6150 - AV	15,482	16,640	(1,158)	93%

11:53 AM
01/11/18
Cash Basis

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Total 6101 - Capital Expenditures	139,598	58,940	80,658	237%
6125 - Serials	3,823	3,735	88	102%
6170 - Grant Expenditures	0	1,000	(1,000)	0%
6200 - Programs	15,080	13,640	1,440	111%
6300 - Supplies	15,118	11,426	3,692	132%
6600 - Business expenses	10,000			
Total Expense	693,985	593,688	100,297	117%
Net Ordinary Income	(175,815)	(59,663)	(116,152)	295%
Other Income/Expense				
Other Expense				
6800 - Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	(175,815)	(59,663)	(116,152)	295%

Cash Balances:	01-Jan-17	31-Dec-17
Operating Acct - Commerce	\$114,425.71	\$88,659.22
Payroll Acct - Commerce	\$208.93	\$99.43
Savings Acct - Commerce	\$8,283.92	\$8,288.07
Bank CDs - Future Fund	\$0.00	\$0.00
Bank CDs - Other	\$0.00	\$0.00
Petty Cash	\$93.64	\$25.87
Merrill Lynch Cash Acct	\$189,380.17	\$65,396.33
Merrill Lynch Certificates of Deposit	\$0.00	\$0.00
Merrill Lynch	\$312,009.93	\$281,009.93
Merrill Lynch Premiums/Discounts	\$28,014.85	\$27,152.04
Merrill Lynch Cash Acct - Future Fund	\$38,129.81	\$44,104.63
Merrill Lynch Municipal Bonds - Future Fund	\$120,000.00	\$120,000.00
Merrill Lynch Premiums/Discounts - Future Fund	-\$6,440.40	-\$6,440.40
	<u>\$804,106.56</u>	<u>\$628,295.12</u>

11:04 AM
01/11/18
Cash Basis

Rose Memorial Library Association
Profit & Loss
December 2017

	Dec 17
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	600
4015 · Investment Income	544
4016 · Gifts and Donations	104
4031 · Library Charges	404
4032 · Other Income	663
4038 · Rental Income - 61 E. Main	1,225
Total Income	3,540
Gross Profit	3,540
Expense	
6001 · Salaries	27,058
6002 · Benefits	2,192
6007 · Office Postage	215
6009 · Legal	62
6010 · Repairs and Maintenance	1,141
6011 · Health Insurance Premiums Paid	2,001
6017 · Utilities	762
6019 · Dues/Fees	48
6035 · Newsletters	401
6036 · Fundraising	1,550
6045 · Advertising and Promotion	740
6051 · Computer Technical Support	1,425
6101 · Capital Expenditures	13,690
6200 · Programs	750
6300 · Supplies	1,330
Total Expense	53,364
Net Ordinary Income	(49,824)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	0
Net Other Income	0
Net Income	(49,824)

ADDENDUM TO THE CASH RECEIPTS AND DISBURSEMENTS REPORT

January 1, 2017 - December 31, 2017
As of December 31, 2017

Budget Line/Description	Jan - Dec 17	Budget	\$ Over Budget	Increase	Revised Budget
6002 · Benefits	36,422	35,584	838	838	36,422
6008 · Accounting & Other Prof Fees	33,268	7,300	25,968	25968	33,268
6010 · Repairs and Maintenance	23,899	22,177	1,722	1,722	23,899
6017 · Utilities	9,106	9,100	6	6	9,106
6018 · Insurance	7,907	4,725	3,182	3182	7,907
6028 · Sewer Taxes	1,293	1,225	68	68	1,293
6035 · Newsletter	8,970	8,000	970	970	8,970
6045 · Advertising & Promotion	2,010	1,600	410	410	2,010
6051 · Computer Technical Support	3,566	500	3,066	3066	3,566
6053 · Website Hosting Fee	555	360	195	195	555
6022 - Fixed Assets & Capital Purchaes	9,001	7,300	1,701	1,701	9,001
6400- New Site Plan Expenses	58,243	0	58,243	58,243	58,243
6401 · Architect Fees	17,223	0	17,223	17,223	17,223
6100- Books	39,088	36,000	4,088	4,088	39,088
6110 · AV-Audio	3,126	3,100	26	26	3,126
6160 · Software	3,559	1,000	2,559	2,559	3,559
6125 · Serials	3,823	3,735	88	88	3,823
6200 · Programs	15,080	13,640	1,440	1,440	15,080
6300 · Supplies	15,118	11,426	3,692	3,692	15,118
8600 - Business Expense	10,000	0	10,000	10,000	10,000

11:06 AM

01/11/18

Cash Basis

Rose Memorial Library Association Cash Disbursement Report As of December 31, 2017

Date	Num	Name	Memo	Paid Amount
1000 - Operating Account - TD Bank				
12/01/2017	7999	Aetna Life Insurance Company	Account Number: 80278858, Bill Package 1002	(2,144)
12/01/2017	8000	Childcare Resources of Rockland	CPR Class for teens - 12/6/17	(325)
12/01/2017	8001	Kurt Gallagher	Music Concert - 12/14/2017	(150)
12/01/2017	8002	Valerie Vendrame	Little Yoga - 12/8/2017	(75)
12/08/2017	8003	Amy Kanarek	Jewelry Workshop - 12/28/17	(260)
12/08/2017	8004	Avaya Financial Services	753-0013903-000	(90)
12/08/2017	8005	Brenda Ciruzzo -	frame	(15)
12/08/2017	8006	Brodart - Books	314998A	(3,923)
12/08/2017	8007	KeyBank		(428)
12/08/2017	8008	Parity-Whats, Inc. d/b/a Vanguard Clean	Monthly Cleaning	(600)
12/08/2017	8009	Peter Gisolfi Associates	Professional serviced 10/1-10/31/17 (conceptual design)	(6,834)
12/08/2017	8010	Pitney Bowes - Purchase Power	8000-9090-0597-5876	(1,152)
12/08/2017	8011	Quill Corporation	3697192	(106)
12/08/2017	8012	Ramapo Catskill Library System	1036	(78)
12/08/2017	8013	Staples	NYC 1009485	(39)
12/08/2017	8014	Tech Spectrum IT Consulting, Inc.	Block of Hours-15	(1,425)
12/08/2017	EFT	ADP	PAYROLL PROCESSING FEES -	(61)
12/11/2017			Deposit	2,097
12/11/2017			Funds Transfer	(14,600)
12/15/2017	8015	Center Point Large Print		(55)
12/15/2017	8016	DEMCO, Inc.	710111047	(130)
12/15/2017	8017	Mr. K's Services	Window washing 11/28/17	(200)
12/15/2017	8018	Staples	NYC 1009485	(105)
12/15/2017	8019	Daniel Ciruzzo	General Handyman	(230)
12/19/2017	8050	Lynndi's	Holiday Party 2017	(524)
12/20/2017	8020	Purchase Power	8000-9090-0173-7100	(122)
12/20/2017	8021	Staples	NYC 1009485	(28)
12/20/2017	8022	SUEZ Water New York	Account # 20008129710000	(23)
12/20/2017	8023	Tech Spectrum IT Consulting, Inc.	New Monitor	(166)
12/20/2017	8024	Whiteman Osterman & Hanna LLP		(623)
12/20/2017	eft	Pitney Bowes - reserve acct		(125)
12/21/2017			44175388	90,000
12/21/2017			Funds Transfer	(15)
12/21/2017			Wire Transfer Fee (Merrill Lynch)	600
12/22/2017			Deposit	(14,400)
12/22/2017			Funds Transfer	(61)
12/22/2017	eft	ADP	PAYROLL PROCESSING FEES -	(223)
12/31/2017	8025	Amazon.com	6045 7817 0018 7544	(1,768)
12/31/2017	8026	Brodart - Books	314998A	(20)
12/31/2017	8027	Center Point Large Print		(695)
12/31/2017	8028	O & R	72647-23003	(43)
12/31/2017	8029	Orange & Rockland	26290-56026	(1,550)
12/31/2017	8030	Star Press, Inc.	Deposit	474
12/31/2017			Interest	25
Total 1000 - Operating Account - TD Bank				39,675

11:06 AM

01/11/18

Cash Basis

Rose Memorial Library Association

Cash Disbursement Report

As of December 31, 2017

Date	Num	Name	Memo	Paid Amount
1005 - Payroll Acct - TD Bank				
12/11/2017	EFT	ADP	Funds Transfer	14,600
12/13/2017	EFT	ADP - taxes	PAYROLL ending 12/9/2017	(10,293)
12/13/2017	EFT	ADP - taxes		(4,336)
12/22/2017	EFY	ADP	Funds Transfer	14,400
12/27/2017	EFT	ADP - taxes	PAYROLL ending 12/23/2017	(10,121)
12/27/2017	EFT	ADP - taxes		(4,235)
Total 1005 - Payroll Acct - TD Bank				15
1006 - Savings - Special Funds				
12/31/2017			Interest	0
Total 1006 - Savings - Special Funds				0
1040 - Petty Cash				
12/14/2017	180	Gretchen Pollack		(2)
Total 1040 - Petty Cash				(2)
TOTAL				39,687