

Rose Memorial Library
79 East Main Street, Stony Point, New York 10980

Regular Meeting of the Board of Trustees

Wednesday, March 28, 2018

Agenda

I. Call to Order

II. Adoption of Minutes: Regular Meeting, February 21, 2018

III. Public Comment

IV. Friends of the Library

Presentation: Plan for Staff Retirement Savings - Baldino & Perry

V. Finance - Narrative Report (J Mahoney)
Approval of Disbursements. Month ending February 28, 2018*
Financial Reports for February 2018 .*

VI. Reports

A. Director' Report, February 16, 2018 – March 23, 2018

B. Board Committees

1. **Building & Capital Projects** (J Lima) =
2. Finance & Budget (Rebecca Sanders).
3. **Policy** (J Lima) Draft of Personnel Policy
- 4 **Planning** (C Mandara)
5. Technology (T Needleman)

VII. Old Business

A Plan for Staff Retirement Savings

B Reconsideration of Motion authorizing changes to our signatories on our checking accounts at TD Bank, Stony Point, NY

C. Distribution of Board Committee List for 2018

VIII. New Business

A. Roof damage to Barn at 61 East Main St -

IX. Announcements

X. Executive Session *

XI. Adjournment *

****=motion required***

3.23.18

Next Scheduled Meeting:
Wednesday, April 18, 2018 6:30 pm

**Rose Memorial Library Association
79 East Main Street, Stony Point, New York 10980**

**Regular Meeting of the Board of Trustees
Meeting Minutes for Wednesday February 21, 2018
Kennedy Room**

Attendees: Jennifer Lima, Theodore Needleman, Rebecca Sanders, Michele Rinaldi,
Christina Mandara, Dorothy Flora, (6) James Mahoney (Director)
Not Present: Terry Marsico

I. Call to Order by J. Lima at 6:43pm

II. Adoption of Minutes:

Motion made to to Accept the minutes for the January 25, 2018 regular board meeting by C. Mandara, 2nd
by T. Needleman, Motion passed.

III. Public Comment - None

IV. Friends of the Library

Incorporate Boy/Girl Scouts or possibly an Eagle Scout/Girl Gold project to set up “little libraries” in community. C. Mandara contacted Hudson Valley Chapter for preliminary discussion. Planning Committee to be formed in near future.
J. Mahoney recommended making use of books in storage.
J. Lima to consolidate names of people who showed support during the campaign last year as possible Friends.

V. Finance -

Narrative Report (J Mahoney)
Financial Reports for January 2018 *
Disbursements for Month ending January 31, 2018*

Mr. Mahoney reported that the Town tax money of \$255,000 was received and we are running costs of about ~ \$40,000 - 50,000 per month.
Disbursement to Nutrition Lecturer \$115 was paid but concern was raised about promoting personal business and getting paid. Policy needs to be drafted but J. Mahoney believes there may be a policy in existence.

Motion made to accept the Financial Reports and Disbursements for month ending 1/31/18 by T. Needleman, 2nd by M. Rinaldi, motion passed.

VI. Reports

A. Director’ Report January 12, 2019 - February 16, 2018

1. Gretchen Pollack accepted our offer for position of Library Operations Manager and will begin coordination of employee training and supervision of the Circulation Department.
2. Baldino & Perry firm to be put on Agenda for next meeting to discuss possibility of adding an employee plan for retirement.
3. M. Rinaldi to work with Mr. Mahoney on Policies (e.g. sexual harassment).

4. Discussion of blocking of unsuitable downloaded programs on computers due to language/violence to be addressed through formal policy.

B. Board Committees

1. Building & Capital Projects Committee - J. Lima reported on meeting with Ambulance Corps representatives regarding the tour of the building behind Library. Some town officials and the AC would like to see us take over that property for library expansion. Board will need to work with Town to facilitate feasibility study, permits/zoning/demo/renovation. Board to schedule meeting with Supervisor Monaghan and Councilman Basile to discuss issues and explore helping with Feasibility Study.
2. Finance & Budget Budget Committee Meeting Report (R Sanders):
Motion made to Accept the Adoption of Revised 2018 Operating Budget by R. Sanders, 2nd by J. Lima, Motion passed
3. Policy (J Lima) See Director's report
4. Planning: (C Mandara) See Friends report
5. Technology (T Needleman) no report

VII. Old Business

- A. Discussion to establish a 403b Annuity Plan for staff retirement savings. Addressed under Financial Report

VIII. New Business

- A. Signatories for bank accounts
Motion made to authorize changes to our signatories on our checking accounts at TDBank, Stony Point, NY to add Dorothy Flora, Terri Marsico and Michele Rinaldi, by J. Lima, 2nd by R Sanders, Motion passed
Merrill Lynch account will remain as is.
- B. Distribution of Board Committee List for 2018 service appointments
- C. Distribution of Library's Conflict of Interest Policy and Individual signing.
Signatory pages collected from attendees.
- D. Annual report
Motion to approve Library 2017 Annual Report to State of New York, Dept Of Education Division of Library Development made by J. Lima, 2nd by R. Sanders, Motion passed

IX. Announcements - None

X. Executive Session - None

XI. Adjournment

Motion made to adjourn the regular meeting at 9:36 pm by C. Mandara, 2nd by T. Needleman, Motion passed

Next Regular meeting proposed for March 21, 2018

| | February 2018 | YTD 2018 | February 2017 | YTD 2017 |
|----------------------------|------------------|-------------|------------------|-------------|
| Adult Collection | | | | |
| Fiction Books | 405 | 801 | 421 | 840 |
| New Fiction | 25 | 51 | 23 | 52 |
| Express Books | 347 | 766 | 379 | 756 |
| Large Print Books | 140 | 357 | 155 | 354 |
| Non Fiction Books | 214 | 458 | 221 | 466 |
| Total Adult Books | 1131 | 2433 | 1199 | 2468 |
| CD/Audio | 158 | 309 | 167 | 292 |
| DVD | 617 | 1213 | 635 | 1353 |
| Misc. | 3 | 4 | 1 | 6 |
| Periodicals | 83 | 182 | 78 | 142 |
| TOTAL ADULT CIRC | 1992 | 4141 | 2080 | 4261 |
| Juvenile Collection | | | | |
| Fiction Books | 1161 | 2023 | 878 | 1627 |
| Non-Fiction Books | 254 | 372 | 106 | 255 |
| Express Books | 0 | 0 | 2 | 3 |
| Total Juv Books | 1415 | 2395 | 986 | 1885 |
| CD/Audio | 8 | 11 | 6 | 13 |
| DVD | 226 | 428 | 289 | 500 |
| Misc. | 0 | 0 | | 0 |
| Periodicals | 4 | 6 | 5 | 11 |
| TOTAL Juvenile Circ | 1653 | 2840 | 1286 | 2409 |
| YA Collection | | | | |
| Fiction Books | 29 | 55 | 57 | 109 |
| Non-Fiction Books | 6 | 13 | 24 | 40 |
| Express Books | 0 | 0 | 0 | 0 |
| CD/Audio | 4 | 6 | 0 | 0 |
| DVD | 2 | 3 | 0 | 3 |
| TOTAL YA Circ | 41 | 77 | 81 | 152 |
| Graphic Books | 82 | 165 | 45 | 81 |
| Games | 37 | 73 | 30 | 64 |
| GRAND TOTAL | 3805 | 7296 | 3522 | 6967 |
| | | | | |
| All Books | 2663 | 5061 | 2311 | 4583 |
| All AV | 1015 | 1970 | 1097 | 2161 |
| Periodicals | 87 | 188 | 83 | 153 |
| Games | 37 | 73 | 30 | 64 |
| Misc | 3 | 4 | 1 | 6 |
| | 3805 | 7296 | 3522 | 6967 |

| Date | Program | Attendance |
|--------|---------------------------------------|------------|
| 2-Feb | Teen Movie-10 Things I Hate About You | 0 |
| 5-Feb | Magic: The Gathering | 7 |
| 15-Feb | Magic: The Gathering | 6 |
| 19-Feb | Magic: The Gathering | 4 |
| 20-Feb | Teen Games | 0 |
| 21-Feb | TAG Meeting | 4 |
| 22-Feb | Fan of Fiction | Cancelled |
| 26-Feb | Magic: The Gathering | 9 |

| Date | Children and Tween Program | Attendance |
|--------|--|--------------------|
| 1-Feb | Walk and Wiggle | 12 |
| 1-Feb | Toddler Storytime | 32 |
| 2-Feb | Preschool Lego Building-10:30am | 12 |
| 2-Feb | Preschool Lego Building-1:30pm | 14 |
| 5-Feb | Little Yoga-1:30pm | 15 |
| 5-Feb | Little Yoga-2:15pm | 11 |
| 6-Feb | Preschool Storytime-10:30am | 22 |
| 6-Feb | Preschool Storytime-1:30pm | 10 |
| 7-Feb | Valentine Film and Coloring-10:30am | Postponed-snow day |
| 7-Feb | Valentine Film and Coloring-1:30pm | Postponed-snow day |
| 7-Feb | Valentine's Day Craft for Kids! | Postponed-snow day |
| 8-Feb | Walk and Wiggle | 13 |
| 8-Feb | Toddler Storytime | 15 |
| 9-Feb | Mommy/Daddy and Me Unstructured Play Group (Gail Mulligan) | 15 |
| 12-Feb | Rhyme, Bounce, and Giggle | 18 |
| 12-Feb | Tween Games | 0 |
| 13-Feb | Preschool Storytime-10:30am | 28 |
| 13-Feb | Preschool Storytime-1:30pm | 8 |
| 14-Feb | Valentine's Day Craft for Kids! (rescheduled) | 4 |
| 15-Feb | Walk and Wiggle | 12 |
| 15-Feb | Toddler Storytime | 26 |
| 16-Feb | Goosebumps | 9 |
| 17-Feb | Family Storytime | 16 |
| 19-Feb | Rhyme, Bounce, and Giggle | 25 |
| 19-Feb | Winter Concert with Mr. Kurt | 26 |
| 20-Feb | Preschool Storytime-10:30am | 12 |
| 20-Feb | Preschool Storytime-1:30pm | 15 |
| 21-Feb | Fun with Play Dough-10:30am | 22 |
| 21-Feb | Fun with Play Dough-1:30pm | 12 |
| 21-Feb | Reading to Dogs with Paws for a Cause | 4 |
| 22-Feb | Walk and Wiggle | 9 |
| 22-Feb | Toddler Storytime | 25 |
| 22-Feb | Lego Builders | 9 |
| 23-Feb | Family Film Friday: My Little Pony: The Movie | 3 |
| 26-Feb | Rhyme, Bounce, and Giggle | 16 |
| 26-Feb | PJ Storytime | 4 |
| 27-Feb | Preschool Storytime-10:30am | 21 |
| 27-Feb | Preschool Storytime-1:30pm | 18 |
| 27-Feb | Crazy About Science | 10 |

| Date | Adult Program | Attendance |
|--------|-----------------------------|-----------------------------------|
| 7-Feb | Just For Fun Craft Workshop | Rescheduled for April due to snow |
| 10-Feb | Saturday Matinee | 4 |
| 14-Feb | Knitting Circle | 0 |
| 15-Feb | Third Thursday Book Club | 3 |
| 20-Feb | Borrowing eBooks with Libby | 0 |
| 21-Feb | Genealogy | 14 |
| 21-Feb | Just For Fun Craft Workshop | 6 |
| 28-Feb | Knitting Circle | 0 |

Rose Memorial Library Statistics

| | February 2018 | YTD 2018 | February 2017 | YTD 2017 |
|--------------------------|---------------|----------|---------------|----------|
| Circulation: | 3805 | 7296 | 3522 | 6967 |
| Inter Library Loan | | | | |
| - Borrowed | 613 | 1351 | 676 | 1488 |
| - Loaned | 729 | 1471 | 748 | 1447 |
| Registered Users | 5467 | N/A | 5490 | N/A |
| Reference Transactions | | | | |
| - Adult | 453 | 796 | 339 | 744 |
| - Children's | 0 | 0 | 0 | 0 |
| Library Visitors | 2909 | 5908 | 2161 | 4290 |
| Public Computer Sessions | 141 | 296 | 212 | 393 |
| Web Analytics | | | | |
| - Visitors | 546 | 1180 | 922 | 1979 |
| - Number of Visits | 1154 | 2542 | 1516 | 3243 |
| - Page Visits | 2073 | 4584 | 2460 | 5762 |

| | February 2018 | | February 2017 | |
|--------------------------------|---------------|------------|---------------|------------|
| Programs: (Breakdown attached) | # of Programs | Attendance | # of Programs | Attendance |
| - Adult | 8 | 27 | 14 | 92 |
| - Young Adult | 8 | 30 | 6 | 15 |
| - Children's | 39 | 523 | 37 | 581 |

Rose Memorial Library Association
Cash Disbursement Report
As of February 28, 2018

| 1000 - Operating Account - TD Bank | | | | |
|--|------|---|--|-------------|
| Date | Num | Name | Memo | Paid Amount |
| 02/02/2018 | EFT | ADP | PAYROLL PROCESSING FEES - | (60) |
| 02/05/2018 | | | Funds Transfer | (15,300) |
| 02/09/2018 | 8072 | Awaya Financial Services | 753-0013903-000 | (90) |
| 02/09/2018 | 8073 | Blackstone Audio, Inc. | | (253) |
| 02/09/2018 | 8074 | Brodart - Books | 314898A | (2,141) |
| 02/09/2018 | 8075 | DEMCO, Inc. | 710111047 | (105) |
| 02/09/2018 | 8076 | EJ Stuber Voll Landscaping LLC | | (3,589) |
| 02/09/2018 | 8077 | Journal News | Daily service from 2/17/18-4/30/18 plus gratuity | (269) |
| 02/09/2018 | 8078 | Kanopy | | (10) |
| 02/09/2018 | 8079 | KeyBank | | (892) |
| 02/09/2018 | 8080 | Kurt Gallagher | | (150) |
| 02/09/2018 | 8081 | O & R | Music Concert -2/19/2018 | (833) |
| 02/09/2018 | 8082 | Orange & Rockland | 72647-23003 | (44) |
| 02/09/2018 | 8083 | Orange County Clerk | 26290-56026 | |
| 02/09/2018 | 8084 | Partly-Whats, Inc. db/a Vanguard Cleani | Notary Renewal - Laura Griesar Registration # 01GR | (60) |
| 02/09/2018 | 8085 | Pitney Bowes - Purchase Power | Monthly Cleaning | (600) |
| 02/09/2018 | 8086 | Quill Corporation | 8000-9090-0997-5876 | (696) |
| 02/09/2018 | 8087 | Rockland County Clerk | 3697192 | (92) |
| 02/09/2018 | 8088 | Staples | Notary Renewal - Gretchen Pollack | (60) |
| 02/09/2018 | 8089 | Valerie Vendrame | NYC 1009485 | (220) |
| 02/12/2018 | | | Little Yoga -2/5/18 | (75) |
| 02/12/2018 | | | Deposit | 835 |
| 02/12/2018 | | | Deposit | 1,125 |
| 02/12/2018 | | | Deposit | 1,921 |
| 02/16/2018 | | | Deposit | 11 |
| 02/16/2018 | EFT | ADP | Deposit | 255,000 |
| 02/19/2018 | | | PAYROLL PROCESSING FEES - | (60) |
| 02/20/2018 | EFT | Pitney Bowes - reserve acct | Funds Transfer | (15,200) |
| 02/23/2018 | | | 44175388 | (125) |
| 02/28/2018 | | | Deposit | 137 |
| | | | Interest | 33 |
| | | | | 218,100 |
| Total 1000 - Operating Account - TD Bank | | | | |
| 1005 - Payroll Acct - TD Bank | | | | |
| 02/05/2018 | | | Funds Transfer | 15,300 |
| 02/07/2018 | EFT | ADP | PAYROLL ending 2/3/2018 | (10,987) |
| 02/07/2018 | eft | ADP - taxes | | (4,463) |
| 02/19/2018 | | | Funds Transfer | 15,200 |
| 02/21/2018 | EFT | ADP | PAYROLL ending 2/17/2018 | (10,892) |
| 02/21/2018 | eft | ADP - taxes | | (4,295) |
| | | | | (137) |
| | | | | 0 |
| | | | Interest | 0 |
| | | | | 0 |
| Total 1005 - Payroll Acct - TD Bank | | | | |
| 1006 - Savings - Special Funds | | | | |
| Total 1006 - Savings - Special Funds | | | | |
| 1040 - Petty Cash | | | | |
| Total 1040 - Petty Cash | | | | |
| TOTAL | | | | 217,963 |

11:47 AM
03/12/18
Cash Basis

Rose Memorial Library Association

Profit & Loss

February 2018

Feb 18

Ordinary Income/Expense

Income

| | |
|------------------------------------|---------|
| 4001 · Local Public Funds | 255,000 |
| 4014 · Fundraising Income - Appeal | 2,495 |
| 4015 · Investment Income | 590 |
| 4016 · Gifts and Donations | 12 |
| 4031 · Library Charges | 557 |
| 4032 · Other Income | 256 |
| 4038 · Rental Income - 61 E. Main | 1,225 |

Total Income 260,135

Gross Profit 260,135

Expense

| | |
|---------------------------------------|--------|
| 6001 · Salaries | 28,328 |
| 6002 · Benefits | 2,599 |
| 6007 · Office Postage | 125 |
| 6010 · Repairs and Maintenance | 4,304 |
| 6011 · Health Insurance Premiums Paid | (143) |
| 6017 · Utilities | 927 |
| 6019 · Dues/Fees | 201 |
| 6035 · Newsletters | 326 |
| 6036 · Fundraising | 326 |
| 6045 · Advertising and Promotion | 6 |
| 6101 · Capital Expenditures | 2,791 |
| 6125 · Serials | 268 |
| 6200 · Programs | 225 |
| 6300 · Supplies | 821 |

Total Expense 41,104

Net Ordinary Income 219,031

Other Income/Expense

Other Expense

6800 · Net Payroll 0

Total Other Expense 0

Net Other Income 0

Net Income 219,031

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January through February 2018

| | Jan - Feb 18 | Budget | \$ Over Budget | % of Budget |
|---------------------------------------|----------------|-----------------|------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 4000 · Tax Levy | 0 | 200,000 | (200,000) | 0% |
| 4001 · Local Public Funds | 255,000 | 255,000 | 0 | 100% |
| 4010 · LLSWA State Aid | 0 | 4,370 | (4,370) | 0% |
| 4011 · Grants & Aid | 0 | 1,000 | (1,000) | 0% |
| 4014 · Fundraising Income - Appeal | 6,895 | 10,000 | (3,105) | 69% |
| 4015 · Investment Income | 6,036 | 24,900 | (18,864) | 24% |
| 4016 · Gifts and Donations | 12 | | | |
| 4018 · Friends - Income | 0 | 600 | (600) | 0% |
| 4031 · Library Charges | 884 | 8,000 | (7,116) | 11% |
| 4032 · Other Income | 353 | 2,000 | (1,647) | 18% |
| 4038 · Rental Income - 61 E. Main | 2,450 | 15,300 | (12,850) | 16% |
| Total Income | 271,630 | 521,170 | (249,540) | 52% |
| Gross Profit | 271,630 | 521,170 | (249,540) | 52% |
| Expense | | | | |
| 6001 · Salaries | 56,238 | 359,985 | (303,747) | 16% |
| 6002 · Benefits | 9,190 | 33,764 | (24,574) | 27% |
| 6007 · Office Postage | 135 | 1,500 | (1,365) | 9% |
| 6008 · Accounting & Other Prof Fees | 0 | 600 | (600) | 0% |
| 6009 · Legal | 438 | 2,100 | (1,662) | 21% |
| 6010 · Repairs and Maintenance | 5,771 | 21,576 | (15,805) | 27% |
| 6011 · Health Insurance Premiums Paid | 4,001 | 29,000 | (24,999) | 14% |
| 6015 · Telecommunications | 0 | 2,858 | (2,858) | 0% |
| 6017 · Utilities | 949 | 9,100 | (8,151) | 10% |
| 6018 · Insurance | 6,244 | 4,850 | 1,394 | 129% |
| 6019 · Dues/Fees | 744 | 2,165 | (1,421) | 34% |
| 6028 · Sewer Taxes | 1,307 | 1,300 | 7 | 101% |
| 6031 · Internet Access | 0 | 1,629 | (1,629) | 0% |
| 6032 · Ansernet Service Fee | 2,914 | 10,055 | (7,141) | 29% |
| 6034 · Software Licensing Fees | 0 | 1,525 | (1,525) | 0% |
| 6035 · Newsletters | 1,469 | 8,000 | (6,531) | 18% |
| 6036 · Fundraising | 444 | 2,650 | (2,206) | 17% |
| 6045 · Advertising and Promotion | 6 | 500 | (494) | 1% |
| 6046 · Movie Licensing Contract | 290 | 465 | (175) | 62% |
| 6050 · RCLS Service Fee | 0 | 1,350 | (1,350) | 0% |
| 6051 · Computer Technical Support | 1,425 | 3,800 | (2,375) | 38% |
| 6053 · Website Hosting Fee | 0 | 360 | (360) | 0% |
| 6101 · Capital Expenditures | 3,939 | 40,071 | (36,132) | 10% |
| 6125 · Serials | 517 | 3,485 | (2,968) | 15% |
| 6200 · Programs | 565 | 10,750 | (10,185) | 5% |
| 6300 · Supplies | 1,597 | 10,000 | (8,403) | 16% |
| Total Expense | 98,183 | 563,438 | (465,255) | 17% |
| Net Ordinary Income | 173,447 | (42,268) | 215,715 | (410%) |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| 6800 · Net Payroll | 0 | | | |
| Total Other Expense | 0 | | | |
| Net Other Income | 0 | | | |
| Net Income | 173,447 | (42,268) | 215,715 | (410%) |

Rose Memorial Library Association
YTD Profit & Loss Budget vs. Actual
January through February 2018

| | <u>Jan - Feb 18</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|--|---------------------|---------------|-----------------------|--------------------|
| Cash Balances: | 01-Jan-18 | | 28-Feb-18 | |
| Operating Acct - Commerce | \$88,659.22 | | \$255,658.58 | |
| Payroll Acct - Commerce | \$99.43 | | \$60.31 | |
| Savings Acct - Commerce | \$8,288.07 | | \$8,288.74 | |
| Bank CDs - Future Fund | \$0.00 | | \$0.00 | |
| Bank CDs - Other | \$0.00 | | \$0.00 | |
| Petty Cash | \$25.87 | | \$22.89 | |
| Merrill Lynch Cash Acct | \$65,396.33 | | \$69,323.91 | |
| Merrill Lynch Certificates of Deposit | \$0.00 | | \$0.00 | |
| Merrill Lynch Municipal Bonds | \$316,101.92 | | \$316,101.92 | |
| Merrill Lynch Premiums/Discounts | -\$862.81 | | -\$862.81 | |
| Merrill Lynch Cash Acct - Future Fund | \$44,104.63 | | \$46,154.95 | |
| Merrill Lynch Municipal Bonds - Future F | \$125,669.20 | | \$125,669.20 | |
| Merrill Lynch Premiums/Discounts - Futu | \$0.00 | | \$0.00 | |
| | <u>\$647,481.86</u> | | <u>\$820,417.69</u> | |