

Rose Memorial Library
79 East Main Street, Stony Point, New York 10980
Regular Meeting of the Board of Trustees
Tuesday, February 12, 2019
6:30 pm, Kennedy Room

AGENDA

I. Call to Order

II. Adoption of Minutes: Regular Meeting, January 16, 2019

III. Public Comment

IV. Friends of the Library

IX. New Business

- a. Conflict of Interest Policy – Annual compliance
- b. Annual Report Assurance: motion: *“The Library operated in accordance with all provisions of the Commissioner, and assures that the Annual Report” was reviewed and accepted by the Library Board on February 12, 2019”*

V. Finance - Narrative Report (J Mahoney)
Approval of Disbursements. Month ending January 31, 2019 *
Financial Reports for January 2019 *

VI. Reports

A. Director’s Report, January 11, 2019 – February 8, 2019

B. Board Committees

- 1. Planning - Long Range Plan 2019 - 2021
- 2. Building & Capital Projects
- 3. Finance & Budget
- 3. Policy
- 5. Technology

VII Executive Session * Real property negotiations

VIII. Old Business

Books-to-Broadway

X. Announcements

XI. Adjournment *

**=motion required*

2.7.19b

Next Scheduled Meeting:
Wednesday, March 20 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, January 16, 2019
6:30 pm, Kennedy Room

Minutes

- I. **Call to Order** Call to Order at 6:35 pm; Attendees - C. Mandara, T. Marsico, T. Needleman, R. Sanders, D. Flora, J. Brooks, A. Pagan- Gloss (7) and J. Mahoney (Director)
- II. **Adoption of Minutes:** Regular Meeting, December 19, 2018
Motion to Accept Minutes with change: Motion by T. Needleman, T. Marsico, All
- III. **Public Comment - None**
- IV. **Friends of the Library** - Bank Account exists for events/functions outside of Operational Budget
- V. **Finance** - Narrative Report (J Mahoney)
*Approval of Final Addendum to adjust 2018 budget lines in excess of budget **
Motion to Accept 2018 budget adjustments: Motion by T. Marsico, R. Sanders, All
- Approval of Disbursements. Month ending December 31, 2018 *
Motion to accept December 31, 2018 Disbursements: Motion by: R. Sanders, D. Flora, All
 Financial Reports for December 2018 *
Motion to Accept December 2018 Financial Reports: Motion made by: T. Needleman, R. Sanders, All
- VI. **Reports**
- A. **Director's Report**, – November 12, 2018 – December 13, 2018
- B. **Board Committees**
1. **Building & Capital Projects** - C. Mandara and J. Mahoney to meet with Town Supervisor regarding properties.
 2. **Finance & Budget** (Rebecca Sanders).
 Adoption of Operating Budget for 2019* - See Motion below.
 Cash flow projections have been outlined for 2019 to guarantee monies are available each month.
 Suggestions for Young Adult Programs to increase participation were;
 - youths to help Seniors with IT skills/Amazon/picture scanning/online streaming services. - Dungeon and Dragon night
Motion to accept 2019 Operating Budget with corrections: Motion by D. Flora, T. Marsico, All
 3. Policy - None
 4. Planning (C Mandara) - None

5. Technology (T Needleman) Needleman discussed LEAP 2015 proposal which was a Grant for coding for girls along with Library to pursue Suez STEM money for 3D Printer proposal.

VII. Old Business - None

VIII. New Business

1. Conflict of Interest Policy - Annual Compliance
2. Checking account signers - J. Mahoney, C. Mandara , J. Brooks and R. Sanders are signatories. Motion to Accept signatories: Motion by T. Marsico, T. Needleman, All

IX. Announcements

Mandara wants Trustees to decide which Committee they want to serve on by next meeting.

X. Executive Session - None

- XI. **Adjournment** * - Motion to Adjourn at 8:35 pm: Motion by J. Brooks, A Pagan-Gloss, All

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

ROSE MEMORIAL LIBRARY ASSOCIATION

CONFLICT OF INTEREST POLICY

INTRODUCTION

The Board of Trustees of the Rose Memorial Library Association is committed to the highest standard of ethical conduct. It is important that the public perceives that all policies and decisions of the Board are fairly and impartially determined, and that the financial interests of the Board do not conflict with the public trust. This policy establishes the procedures and rules applicable to the identification and resolution of any such conflict of interest.

PURPOSE

The purpose of this policy is to protect the Rose Memorial Library Association, a tax-exempt organization, when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Trustee or officer or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

DEFINITIONS

“Organization” refers to the Rose Memorial Library Association.

“Interested Person” means any trustee, officer, director, or member of a committee with governing Board delegated powers, who has a direct or indirect financial interest, as defined below.

“Family” is defined as spouses, siblings, siblings’ spouses and children, children and children’s spouses.

“Financial Interest” exists if the person has, directly or indirectly, through business, investment, or family

- a. an ownership or investment interest in any entity with which the Organization has a transaction or arrangement;
- b. a compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement; or
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors in excess of \$1,000.

A financial interest is not necessarily a conflict of interest. Under Procedures, Section 2, a person who has a financial interest may have a conflict of interest only if the governing Board or committee decides that a conflict of interest exists.

PROCEDURES

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the trustees and members of committees with governing Board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the governing Board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing Board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The President of the governing Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing Board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible, the governing Board or committee shall determine by a majority vote of the disinterested trustees whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflict of Interest Policy

- a. If the governing Board or committee has reasonable cause to believe a member has failed to disclose an actual or possible conflict of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing Board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

RECORDS OF PROCEEDINGS

The minutes of the governing Board and all committees with Board delegated powers shall contain

- a. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing Board's or committee's decision as to whether a conflict of interest in fact existed; and
- b. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

COMPENSATION

A voting member of the governing Board who receives compensation in excess of \$1, 000, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

ANNUAL STATEMENTS

Each trustee, officer, director, and member of a committee with governing Board delegated powers shall annually sign a statement which affirms such person

- a. has received a copy of the Conflict of Interest Policy;
- b. has read and understands the Policy; and
- c. has agreed to comply with the Policy, and understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

PERIODIC REVIEWS

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies; are properly recorded; reflect reasonable investment or payments for goods and services; further charitable purposes; and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

USE OF OUTSIDE EXPERTS

When conducting the periodic reviews, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing Board of its responsibility for ensuring periodic reviews are conducted.

Approved by the Board of Trustees on June 15, 2011
Revised and Board Approved on March 18, 2015

ROSE MEMORIAL LIBRARY ASSOCIATION

ANNUAL CONFLICT OF INTEREST AGREEMENT

As a trustee, officer, director or member of a committee with governing Board delegated powers, who has a direct or indirect financial interest in the operation of the Rose Memorial Library Association, I affirm:

I have received the approved Rose Memorial Library Association's Conflict of Interest Policy.

I have read the policy and fully understood it. I agree to comply with the provisions contained therein, and understand the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Signature _____

Print Name _____

Position _____

Date _____

Approved by the Board of Trustees on June 15, 2011
Revised and Board Approved on March 18, 2015

Rose Memorial Library

Financial Report

For Board Meeting February 12, 2019

The financial reports for this month reflect income and expenses as of January 31, 2019. As of that date we had \$ 106,5824 (TD Bank statement) left in the TD Bank Operating account.

We had income of \$ 5,397 in January and expenses of \$ 53,209

The **Merrill Lynch** Accounts had a value of \$444,262 as of 1/31/19 as compared with \$441,081 as of 12/31/18.

There were two payrolls in January.

Cash Disbursements of note were book purchases of \$2,719 (Brodart); Health Insurance (Oxford): \$1,455; Auditor (for prep of IRS 990 for year 2017, \$1,350); Newsletter (Star Press) \$1,025. Annual charges for the on-line Calendar (Demco, \$1,260); Disability Insurance (Standard, \$1,114); Sewer Taxes (Town StPoint) \$1,350. We also had the 1st quarterly payment on library automation (\$3,134) to RCLS.

SUMMARY CASH FLOW		November '18	thru January 2019		
Projection of Cash Flow		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	\$94,499
<i>February '19</i>	<i>\$255,000</i>	<i>\$6,184</i>	<i>\$40,080</i>	<i>\$313,976</i>	

James Mahoney
Library Director

02.07.19

Rose Memorial Library Association

Profit & Loss

January 2019

Jan 19

Ordinary Income/Expense

Income

4 · Contributed support	2
4014 · Fundraising Income - Appeal	1,776
4015 · Investment Income	1,090
4016 · Gifts and Donations	255
4031 · Library Charges	630
4032 · Other Income	419
4038 · Rental Income - 61 E. Main	1,225

Total Income 5,397

Gross Profit 5,397

Expense

6001 · Salaries	27,510
6002 · Benefits	3,703
6007 · Office Postage	285
6008 · Accounting & Other Prof Fees	1,350
6009 · Legal	500
6010 · Repairs and Maintenance	1,098
6011 · Health Insurance Premiums Paid	2,833
6015 · Telecommunications	120
6017 · Utilities	806
6019 · Dues/Fees	158
6028 · Sewer Taxes	1,350
6031 · Internet Access	136
6032 · Ansernet Service Fee	3,134
6035 · Newsletters	1,025
6036 · Fundraising	532
6043 · Retirement 403B	0
6046 · Movie Licensing Contract	368
6101 · Capital Expenditures	5,544
6125 · Serials	361
6200 · Programs	425
6300 · Supplies	1,971

Total Expense 53,209

Net Ordinary Income (47,812)

Other Income/Expense

Other Expense

6800 · Net Payroll 0

Total Other Expense 0

Net Other Income 0

Net Income (47,812)

Rose Memorial Library Association YTD Profit & Loss Budget vs. Actual January 2019

Ordinary Income/Expense	Jan 19	Budget	\$ Over Budget	% of Budget
Income				
4000 · Tax Levy	0	200,000	(200,000)	0%
4001 · Local Public Funds	0	295,000	(295,000)	0%
4010 · LLSWA State Aid	0	4,400	(4,400)	0%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	1,776	9,200	(7,424)	19%
4015 · Investment Income	1,090	25,900	(24,810)	4%
4016 · Gifts and Donations	256			
4018 · Friends - Income	0	200	(200)	0%
4031 · Library Charges	630	5,500	(4,870)	11%
4032 · Other Income	419	3,900	(3,481)	11%
4038 · Rental Income - 61 E. Main	1,225	14,700	(13,475)	8%
Total Income	5,396	559,800	(554,404)	1%
Gross Profit	5,396	559,800	(554,404)	1%
Expense				
6001 · Salaries	27,510	348,005	(320,495)	8%
6002 · Benefits	3,703	34,949	(31,246)	11%
6007 · Office Postage	285	2,000	(1,715)	14%
6008 · Accounting & Other Prof Fees	1,350	1,000	350	135%
6009 · Legal	500	2,100	(1,600)	24%
6010 · Repairs and Maintenance	1,098	20,501	(19,403)	5%
6011 · Health Insurance Premiums Paid	2,833	25,000	(22,167)	11%
6015 · Telecommunications	120	2,767	(2,647)	4%
6017 · Utilities	806	9,125	(8,319)	9%
6018 · Insurance	0	3,456	(3,456)	0%
6019 · Dues/Fees	158	1,735	(1,577)	9%
6028 · Sewer Taxes	1,350	1,325	25	102%
6031 · Internet Access	136	1,800	(1,664)	8%
6032 · Ansernet Service Fee	3,134	11,198	(8,064)	28%
6034 · Software Licensing Fees	0	1,525	(1,525)	0%
6035 · Newsletters	1,025	5,880	(4,855)	17%
6036 · Fundraising	532	2,650	(2,118)	20%
6043 · Retirement 403B	0			
6045 · Advertising and Promotion	0	1,900	(1,900)	0%
6046 · Movie Licensing Contract	368	562	(194)	65%
6050 · RCLS Service Fee	0	2,275	(2,275)	0%
6051 · Computer Technical Support	0	6,000	(6,000)	0%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	0	450	(450)	0%
6101 · Capital Expenditures	5,544	42,388	(36,844)	13%
6125 · Serials	361	3,820	(3,459)	9%
6200 · Programs	425	10,965	(10,540)	4%
6300 · Supplies	1,971	11,275	(9,304)	17%

Rose Memorial Library Association YTD Profit & Loss Budget vs. Actual January 2019

	Jan 19	Budget	\$ Over Budget	% of Budget
Total Expense	53,209	555,151	(501,942)	10%
Net Ordinary Income	(47,813)	4,649	(52,462)	(1,028%)
Other Income/Expense				
Other Expense				
6800 - Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	<u>(47,813)</u>	<u>4,649</u>	<u>(52,462)</u>	<u>(1,028%)</u>

Cash Balances:	01-Jan-19	31-Jan-19
Operating Acct - TD Bank	\$143,347.62	\$94,499.55
Payroll Acct -TD Bank	\$35.66	\$25.68
Savings Acct - TD Bank	\$8,292.21	\$8,292.56
Bank CDs - Future Fund	\$0.00	\$0.00
Bank CDs - Other	\$0.00	\$0.00
Petty Cash	\$77.07	\$77.07
Merrill Lynch Cash Acct	\$5,204.56	\$5,204.56
Merrill Lynch Certificates of Deposit	\$0.00	\$0.00
Merrill I	\$282,101.92	\$282,101.92
Merrill Lynch Premiums/Discounts	\$93.56	\$93.56
Merrill Lynch Cash Acct - Future Fund	\$77,211.57	\$78,258.44
Merrill Lynch Municipal Bonds - Future Fund	\$85,669.20	\$85,669.20
Merrill Lynch Premiums/Discounts - Future F	\$1,240.40	\$1,240.40
	<u>\$603,273.77</u>	<u>\$555,462.94</u>

**Rose Memorial Library
Library Director's Report
January 11, 2019 - February 8, 2019**

**For Board Meeting February 12, 2019
By James Mahoney, Library Director**



General Overview -

In this period I needed to devote a considerable amount of time to completing the library's 2018 Annual Report to the New York State Education Department, Division of Library Development. Each year we must submit this statistical and financial report of the library's work over the year; the report is now completely entered on-line and any significant changes from the previous year must be accompanied by an explanatory note. We are given a very short time from the availability of the form until the deadline of when it must be in the hands of the library system (RCLS), which must vet it for filing with the state.

Despite having done Annual Reports for nearly 35 there are always changes from the previous year that are puzzling, but we have a team of consultants at RCLS to solve our issues. This year I had to correct a long-standing error in how we presented our operating budget, and Fiscal Officer, Stephen Hoefer handily made the adjustments necessary. The Report now needs your "Assurance" – a motion of approval, recorded in our minutes – to finalize the filing with Albany.

Personnel: I am putting on hold my request for revision of our eligibility threshold for staff benefits until we have less pressing items on our agenda.

Building: Time did not permit for starting a modified bid process for some exterior maintenance, but we will do this in the next few weeks.

Technology: Several of our office computers have been hit with malware and other issues in the past month, going so far as to have Merrill Lynch block our access to the on-line account because they had detected an unauthorized attempt to gain entry into our accounts. This problem

has been resolved, but I am changing the arrangement with our IT management consultants: Frontline data services (which merged with Tech Spectrum recently) so that they will monitor our office and public computers to detect problems on an on-going basis. In the past they only performed work when we called them with a problem, but we need more than this. Instead of buying blocks of time, we will have a monthly charge, roughly equivalent to what we paid over 2018 in blocks. They will also give us more detailed reports on work performed.

RCLS: The options for the state-mandated Sexual Harassment Prevention Training workshops are still working slowly through the schedules in a variety of places; we will need to pay more attention to this in the months ahead.

I have registered to travel by chartered bus to meet members of the legislature in Albany on Wednesday, February 27th, *Library Advocacy Day*. From where I live the most convenient bus will be from Wurtsboro, but RCLS has also arranged for pick-up in Newburgh, West Nyack, New Paltz, Kingston and Catskill. Cost is \$5.00; northbound leaves early morning, return buses leave at 3:30pm Trustees and friends are certainly invited to join us.

An e-mail announcement just came (Fri 2/8/19 at 3:15) from RCLS that Director Robert Hubsher is retiring at the end of April, and that Assistant Director Grace Riario will become the Acting Director of RCLS.

Appointments/Meetings:

Monday, January 14th Meeting with Board President, Christina Mandara
Wednesday, January 16th Regular Board Meeting, Rose Memorial Library
Thursday, January 17th Annual Report workshop and practice, at RCLS
Monday, January 21st MLK Holiday - Library OPEN – premium holiday
Tuesday, January 22nd Meeting w/ Stony Point Supervisor and Christina Mandara
Meeting with TD Bank manager on updating signers
Thursday, January 24th Library Association of Rockland County, (LARC) at Suffern PL
Wednesday, January 30th Rockland Director’s Group Valley Cottage Library
Tuesday, February 5th Meeting with Frontline reps for IT solutions

**Adult Services Report
February 2019
Oscar Chrin, Adult Services Librarian**

It has mostly been business as usual in the adult services realm this month. I have been working on collection development and planning ahead for the year as much as possible. There have also been several well attended programs, including a jewelry making class, a free program about nutrition put on by Eat Smart NY, and two classes taught by me: an introduction to borrowing eBooks and an old book upcycling craft program.

**Youth Services Report
February 2019
Susan Babcock, Head of Youth Services**



On January 7th we hosted a group of young readers from Stony Point Elementary Reading Adventures Program. Different children are selected each month to read aloud. The children bring their own book and read to staff and the principal as well as invited family members. We had a large group of 11 readers in January and a packed house of attendees for the children to read aloud to. We work in connection with Stony Point Elementary to host this program several times during the school year along with the Haverstraw library.

We had a nice attendance at our monthly Teen Advisory Group meeting including a few teens that had not attended in the past and were new to the group along with 2 members who are graduating seniors this year! We discussed some fun ideas for spring programming and I am already in the process of trying to make them come to fruition. We have also been lucky enough to have a steady group of teen volunteers coming to help out regularly after school and with some special programs for the younger kids.

2.8.19

	January 2019	YTD 2019	January 2018	YTD 2018
Adult Collection				
Fiction Books	436	436	396	396
New Fiction	14	14	26	26
Express Books	313	313	419	419
Large Print Books	178	178	217	217
Non Fiction Books	195	195	244	244
Total Adult Books	1136	1136	1302	1302
CD/Audio	156	156	151	151
DVD	619	619	596	596
Misc.	0	0	1	1
Periodicals	71	71	99	99
TOTAL ADULT CIRC	1982	1982	2149	2149
Juvenile Collection				
Fiction Books	1063	1063	862	862
Non-Fiction Books	134	134	118	118
Express Books	0	0	0	0
Total Juv Books	1197	1197	980	980
CD/Audio	12	12	3	3
DVD	212	212	202	202
Misc.	0	0	0	0
Periodicals	5	5	2	2
TOTAL Juvenile Circ	1426	1426	1187	1187
YA Collection				
Fiction Books	40	40	26	26
Non-Fiction Books	13	13	7	7
Express Books	0	0	0	0
CD/Audio	1	1	2	2
DVD	10	10	1	1
TOTAL YA Circ	64	64	36	36
Graphic Books	115	115	83	83
Games	32	32	36	36
GRAND TOTAL	3619	3619	3491	3491
All Books	2501	2501	2398	2398
All AV	1010	1010	955	955
Periodicals	76	76	101	101
Games	32	32	36	36
Misc	0	0	1	1
	3619	3619	3491	3491