

**Rose Memorial Library**  
79 East Main Street, Stony Point, New York 10980  
Regular Meeting of the Board of Trustees  
**Wednesday, July 17, 2019**  
6:00 pm, Kennedy Room

**AGENDA**

- I. **Call to Order**
- II. **Adoption of Minutes:** Regular Meeting, June 19, 2019
- III. **Public Comments**
- IV. **Discussion with Library's Attorney,** Robert T. Schofield, Esq,  
Partner, Whiteman Osterman & Hanna's Labor and Employment Law,  
Education, and Litigation, Arbitration and Mediation Practice Groups.<sup>1</sup>
- V. **Finance -**
  - a. Approval of Disbursements. Month ending June 30,, 2019 \*
  - b. Financial Reports for June 2019 \*
- VI. **Reports**
  - A. **Director's Report,** June 14, 2019 – July 12, 2019
  - B. **Action Items**
  - C. **Board Committees**
    - a. Marketing & Fundraising -
    - b. Facilities & Capital Projects -
    - c. Finance & Budget – Investments & Investment Policy
    - d. Policy -
    - e.. Technology
    - f. Planning - (Strategy)
- VII. **Old Business**
  - a. Progress of 2018 Audit (Berard & Associates)
- VIII. **New Business** Review/Adoption of 2019 priorities (Christina)
- IX. **Executive Session \***
- XII. **Announcements**
- XIII. **Adjournment\***

*Next Scheduled Meeting*    *September 18, 2019 at 6:30 pm*    *\*=motion required*  
7.11.19

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<sup>1</sup> Representation of public libraries and library systems in full range of legal issues, including funding litigation, construction projects, employment matters, governance issues, and creation of new library districts.

**Rose Memorial Library**  
**Kennedy Room**  
**79 East Main Street, Stony Point, NY 10980**

**Regular Meeting of the Board of Trustees**  
**Meeting Minutes, Wednesday, June 19, 2019**

Attendees: C. Mandara, T. Needleman, R. Sanders, D. Flora (late), J. Brooks, A. Pagan-Glass, T. Marsico (absent) Present 6, Absent 1  
J. Mahoney (Director), C. Gomez (Office Manager)

Call to Order at 6:37pm; motion by C. Mandara, second R. Sanders. Unanimously approved. Introduction of Carole Gomez.

Discussion regarding 2019 Summer Family Festival: Town has approved use of property. Review of proposed event.

Discussion regarding Newsletter deadlines; posting more of program information on Facebook to be shared on the North Rockland and Stony Point Community pages. Deadlines are 8/15 for Sept/Oct, 10/15 for Nov/Dec, 12/15 for Jan/Feb.

61 E. Main: a serious buyer has been in contact with J. Mahoney. Prospect is currently doing a market analysis.

Ambulance Corp building, discussion that situation is status quo. Decision made to not move forward on building at this time.

**Finance Committee:**

Discussion with regard to a financial advisor and benefits of engaging one at this time. May invite representatives to present at a Board Meeting.

Discussion if Friends of RML account appropriate to use for political publicity.

Finance & Budget Committee: Is there a need for an Investment Policy? Obtain template of a policy for review.

**Technology Committee:**

3D printer, future classes, determine charge for printer use in future. Possibly pursue grant to cover costs.

Website, future changes to update site

**Planning Committee:**

Donation Boxes should be placed at Circ Desk and in Children's  
Vote on motion to move forward on 414.

2019: Yah ~ R. Sanders

Nah ~ C. Mandara, T. Needleman, A. Pagan-Glass, D. Flora, J. Brooks

2020: Yah ~ C. Mandara, R. Sanders, T. Needleman, A. Pagan-Glass, J. Brooks

Nah ~ D. Flora

Adoption of Minutes of May 15th:

Amend minutes to reflect discussion on financial advisor.

Motion to amend minutes from May meeting to include vote results and revote during June meeting. Discussion on suitability of engaging certified financial planner for library investments. Instructed Director J. Mahoney to contact attorney, Robert Scofield, to present at July meeting discussing financial and organizational matters.

Motion to accept minutes of 5/15 with amendments, R. Sanders, A. Pagan-Glass (2<sup>nd</sup>) unanimously approved

Director's Narrative

Motion to approve financial report: J. Brooks, T. Needleman (2<sup>nd</sup>)

J. Mahoney has resigned as officer of LARC and also member of RCLS Systems Services Committee.

Review of Managers' Reports

Reinstituted Action Report

Library Statistics reviewed.

Next meeting is Wednesday, July 17<sup>th</sup>, at **6pm.**

Motion to adjourn 8:28pm by C. Mandara, J. Brooks (2<sup>nd</sup>) Unanimously approved

Rose Memorial Library Association  
**Profit & Loss**  
June 2019

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	<u>Jun 19</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	248
4015 · Investment Income	512
4016 · Gifts and Donations	23
4031 · Library Charges	193
4032 · Other Income	268
4038 · Rental Income - 61 E. Main	1,225
Total Income	<u>2,469</u>
Gross Profit	2,469
Expense	
6001 · Salaries	28,639
6002 · Benefits	2,552
6007 · Office Postage	0
6008 · Accounting & Other Prof Fees	2,500
6010 · Repairs and Maintenance	708
6011 · Health Insurance Premiums Paid	1,633
6015 · Telecommunications	120
6017 · Utilities	79
6019 · Dues/Fees	615
6031 · Internet Access	135
6035 · Newsletters	1,149
6043 · Retirement 403B	0
6051 · Computer Technical Support	2,100
6101 · Capital Expenditures	3,934
6200 · Programs	1,340
6300 · Supplies	601
Total Expense	<u>46,104</u>
Net Ordinary Income	(43,635)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	0
Net Income	<u><u>(43,635)</u></u>

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

	<u>Jan - Jun 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<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	3,060	9,200	(6,140)	33%
4015 · Investment Income	8,848	25,900	(17,052)	34%
4016 · Gifts and Donations	525			
4018 · Friends - Income	0	200	(200)	0%
4031 · Library Charges	1,894	5,500	(3,606)	34%
4032 · Other Income	2,636	3,900	(1,264)	68%
4038 · Rental Income - 61 E. Main	7,350	14,700	(7,350)	50%
<b>Total Income</b>	<u>319,313</u>	<u>559,800</u>	<u>(240,487)</u>	<u>57%</u>
<b>Gross Profit</b>	319,313	559,800	(240,487)	57%
<b>Expense</b>				
6001 · Salaries	180,034	348,005	(167,971)	52%
6002 · Benefits	18,507	34,949	(16,442)	53%
6007 · Office Postage	860	2,000	(1,140)	43%
6008 · Accounting & Other Prof Fees	3,850	1,000	2,850	385%
6009 · Legal	1,000	2,100	(1,100)	48%
6010 · Repairs and Maintenance	9,622	20,501	(10,879)	47%
6011 · Health Insurance Premiums Paid	9,939	25,000	(15,061)	40%
6015 · Telecommunications	719	2,767	(2,048)	26%
6017 · Utilities	3,719	9,125	(5,406)	41%
6018 · Insurance	385	3,456	(3,071)	11%
6019 · Dues/Fees	1,642	1,735	(93)	95%
6028 · Sewer Taxes	1,350	1,325	25	102%
6031 · Internet Access	813	1,800	(987)	45%
6032 · Ansernet Service Fee	6,268	11,198	(4,930)	56%
6034 · Software Licensing Fees	0	1,525	(1,525)	0%
6035 · Newsletters	4,011	5,880	(1,869)	68%
6036 · Fundraising	532	2,650	(2,118)	20%
6043 · Retirement 403B	1,125			
6045 · Advertising and Promotion	300	1,900	(1,600)	16%
6046 · Movie Licensing Contract	368	562	(194)	65%
6050 · RCLS Service Fee	2,275	2,275	0	100%
6051 · Computer Technical Support	3,500	6,000	(2,500)	58%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	240	450	(210)	53%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purch	2,842	500	2,342	568%
6100 · Books	10,359	26,900	(16,541)	39%
6150 · AV				
6110 · AV-Audio	1,669	2,750	(1,081)	61%
6130 · Video Tapes and DVDs	2,529	5,500	(2,971)	46%
6140 · Databases	0	460	(460)	0%
6141 · Digital Reading Technol	2,256	4,528	(2,272)	50%
6160 · Software	1,605	1,750	(145)	92%
6150 · AV - Other	0	0	0	0%
<b>Total 6150 · AV</b>	<u>8,059</u>	<u>14,988</u>	<u>(6,929)</u>	<u>54%</u>
<b>Total 6101 · Capital Expenditures</b>	<u>21,260</u>	<u>42,388</u>	<u>(21,128)</u>	<u>50%</u>
6125 · Serials	1,008	3,820	(2,812)	26%
6200 · Programs	4,555	10,965	(6,410)	42%
6300 · Supplies	5,954	11,275	(5,321)	53%
<b>Total Expense</b>	<u>283,836</u>	<u>555,151</u>	<u>(271,315)</u>	
<b>Net Ordinary Income</b>	35,477	4,649	30,828	
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
6800 · Net Payroll	0			
<b>Total Other Expense</b>	<u>0</u>			
<b>Net Other Income</b>	<u>0</u>			
<b>Net Income</b>	<u>35,477</u>	<u>4,649</u>	<u>30,828</u>	

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

<u>Jan - Jun 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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Cash Balances:	<u>01-Jan-19</u>	<u>30-Jun-2019</u>
Operating Acct - TD Bank	\$143,347.62	\$170,595.37
Payroll Acct -TD Bank	\$35.66	\$222.07
Savings Acct - TD Bank	\$8,292.21	\$8,294.27
Bank CDs - Future Fund	\$0.00	\$0.00
Bank CDs - Other	\$0.00	\$0.00
Petty Cash	\$77.07	\$150.00
Merrill Lynch Cash Acct	\$5,204.56	\$30,137.45
Merrill Lynch Certificates of Deposit	\$0.00	\$0.00
Merrill	\$282,101.92	\$263,263.03
Merrill Lynch Premiums/Discounts	\$93.56	\$93.56
Merrill Lynch Cash Acct - Future Fund	\$77,211.57	\$79,213.57
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>\$638,878.92</u>

## Circulation Statistics

## Rose Memorial Library

	June 2019	YTD 2019	June 2018	YTD 2018
<b>Adult Collection</b>				
Fiction Books	452	2533	509	2114
New Fiction	30	156	36	145
Express Books	351	2054	419	1762
Large Print Books	201	1098	207	969
Non Fiction Books	224	1285	216	962
<b>Total Adult Books</b>	<b>1258</b>	<b>7126</b>	<b>1387</b>	<b>5952</b>
CD/Audio	114	767	153	731
DVD	425	3401	709	3454
Misc.	2	14	2	12
Periodicals	89	536	51	367
<b>TOTAL ADULT CIRC</b>	<b>1888</b>	<b>11844</b>	<b>2302</b>	<b>10516</b>
<b>Juvenile Collection</b>				
Fiction Books	1067	<b>6955</b>	1290	5245
Non-Fiction Books	115	889	102	723
Express Books	0	0	2	2
<b>Total Juv Books</b>	<b>1182</b>	<b>7844</b>	<b>1394</b>	<b>5970</b>
CD/Audio	3	55	14	39
DVD	403	1639	240	1172
Misc.	0	0	0	0
Periodicals	3	15	10	15
<b>TOTAL Juvenile Circ</b>	<b>1591</b>	<b>9553</b>	<b>1658</b>	<b>7196</b>
<b>YA Collection</b>				
Fiction Books	73	287	60	176
Non-Fiction Books	11	78	11	46
Express Books	0	0	0	0
CD/Audio	2	6	0	8
DVD	3	43	1	22
<b>TOTAL YA Circ</b>	<b>89</b>	<b>414</b>	<b>72</b>	<b>252</b>
<b>Graphic Books</b>	129	756	138	453
<b>Games</b>	33	197	39	146
<b>GRAND TOTAL</b>	<b>3730</b>	<b>22764</b>	<b>4209</b>	<b>18563</b>
All Books	2653	16091	2990	12597
All AV	950	5911	1117	5426
Periodicals	92	551	61	382
Games	33	197	39	146
Misc	2	14	2	12
	<b>3730</b>	<b>22764</b>	<b>4209</b>	<b>18563</b>