

**Rose Memorial Library**  
79 East Main Street, Stony Point, New York 10980  
Regular Meeting of the Board of Trustees  
**Wednesday, June 19, 2019**  
6:30 pm, Kennedy Room

**AGENDA**

- I. **Call to Order**
- II. **New Business** : Revote<sup>1</sup> on 2 motions regarding Chapter 414 Referenda:
  - a. Motion: "Shall the Library pursue a Budget Vote under Chapter 414 on Election Day, November 5, 2019?"
  - b. Motion: Shall the Library pursue a Budget Vote under Chapter 414 on Election Day, November 3, 2020?"
- III. **Reports**  
**Board Committees**
  - a. Marketing & Fundraising Planning - Summer Event
  - b. Facilities & Capital Projects - Buyer Inquiries on 61 East Main St
  - c. Finance & Budget - To Report at July Meeting on Investments
  - d. Policy - Set action goals for future
  - e. Technology - Set action goals for future
  - f. Planning - (Strategy) - Set action goals for future
- IV. **Adoption of Minutes**: Regular Meeting, May 15, 2019
- V. **Public Comment**
- VI. **Finance** -
  - a. Narrative Report (J Mahoney)
  - b. Approval of Disbursements. Month ending May 31, 2019 \*
  - c. Financial Reports for May 2019 \*
- VII **Director's Report**, May 14, 2019 – June 14, 2019  
*action items*
- .VIII **Old Business** -
- IX. **Executive Session** \*
- X. **Announcements**
- XI. **Adjournment** \*

\*=*motion required*

6.17.19

**Next Scheduled Meeting:**  
**July 17, 2019 at 6:30 pm**

The vote on these motions taken at the last meeting lacked sufficient documentation

## MINUTES

### Minutes Marketing Committee

Friday: March 31, 2019

Attendees: Christina Mandara, James Brooks, Amanda Pagan-Glass, Director James Mahoney, Library Staff: Oscar Chrin, Susan Babcock

We opened with compliments to Oscar Chrin for yet another significant newsletter of summer programming. We identified newsletter deadlines as key to launching all marketing efforts. Presenting at Town Board meetings would follow any significant community events/collaborations plans.

The Newsletter is considered the key launch point for publishing our important programs. All marketing efforts would build from there. Oscar indicated that next the newsletter content deadline would be near August 15 for Fall programming.

Members of the Board Marketing Committee would be instrumental in sharing all Facebook posts to the Rose page to the North Rockland Community pages. We encouraged Oscar to post about all programs, not just ones needing new enrollment as a way to show via social media the wealth and breadth of Rose programming.

Community Awareness collaboration with art students for a window trivia game/fundraiser was missed. Our decision on whether to launch another Books to Broadway versus Apollo 50<sup>th</sup> Anniversary was not reached in time for end of May sketching deadline 1st week June painting deadline requested by art teacher. We will look to consider our next community awareness campaign in Fall 2019 or first half 2020.

Christina described the Board of Trustees community awareness efforts as those reaching resident taxpayers outside the library patron base. Campaigns in this regard will be those that utilize community collaborations like we did with the NR chorus for Hamilton and NR high school art students and the local area businesses for Harry Potter. In the public eye Rose Memorial was the catalyst for all of those community assets coming together. It reinforces the value of Rose Memorial in the community and keeps Rose Memorial in the public eye.

Susan Babcock gave a good example of her experience at Tuxedo Library and its annual event. The event started one Memorial Day as a 100<sup>th</sup> Anniversary of the Tuxedo Library. It was so successful their Board decided to make it an annual event. There were food trucks and activities. Of particular significance was the idea of having a table called "Chapter 414" to gather signatures for Fall referendum preparations. Susan shared that planning for a May event would begin every January and that the library made between \$7-9000. (It was not indicated if that was gross or net proceeds) Jim supported hosting a summer

timed festival or event as a continuation of what started with our eclipse event and then Harry Potter Birthday party. He stressed that hosting an event for next year's 414 should be early enough to collect signatures in time for Board of Election deadlines that may be earlier than in prior years.

James Brooks offered the idea of a Shakespeare Festival with his contact with an acting troupe. He has. Jim Mahoney thought this would move us away from a more family friendly event. Still, there is value in cultivating a more senior audience of support should we decide to go in that direction in future.

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

**Regular Meeting of the Board of Trustees**  
**Meeting Minutes for Wednesday May 15, 2019**

**Attendees: C. Mandara, T. Marsico, T. Needleman (Absent), R. Sanders, D. Flora, J. Brooks, A. Pagan-Glass(late),  
J. Mahoney (Director)**

- I. Call to Order at 6:37 pm Motion by C. Mandara, T. Marsico, All
- II. Adoption of Minutes: Regular Meeting, April 17, 2019  
Motion to Accept Minutes with May Meeting Date revised; R. Sanders, C. Mandara, All
- III. Public Comment - None
- IV. Friends of the Library – None
- V. Finance -
  - a. Approval of Disbursements. Month ending April 30, 2019
  - b. Financial Reports for April 2019Motion to Accept Disbursements and Financial Report; ;R. Sanders, C. Mandara, All

VI. Reports

Director's Report April 12, 2019 – May 14, 2019

Board Committees – No Update

- 1. Planning - 2019-2021-J. Brooks, T. Needleman
- 2. Facilities & Capital Projects - T. Marsico, C. Mandara
- 3. Finance and Budget - R. Sanders, A Pagan-Glass
- 4. Policy - T. Marsico, D. Flora, R. Sanders
- 5. Technology - T. Needleman, C. Mandara
- 6. Marketing & Fundraising - A. Pagan-Glass, J. Brooks, C. Mandara

VII. Old Business

- a. 61 Main for Sale by Library with J. Mahoney as primary contact  
**Motion to Accept sale price of 61 Main Street at \$325; C. Mandara; R. Sanders**
- b. Plan to move forward with 414 Initiative possibly asking for \$10/pp
- c. **Motion to Proceed with 414 to increase operating budget (\$10pp/Household for 2019 election. C. Mandara, R. Sanders, All -3 Yah/4 Nah**
- d. **Motion to Proceed with 414 in 2020; R. Sanders, J. Brooks, All – 6 Yah/1-Nah**
- e. Audit for fiscal years 2017 and 2018

VIII. New Business

- A. **Sexual Harassment Training at Haverstraw Library May 21, 2019 for Trustees**

**B. Planning Committee to proceed with painting Store Front Windows. Committee to meet separately on May 28<sup>th</sup>.**

IX. Executive Session

X. Announcements - None

XI. Adjournment 8:36 PM Motion to Adjourn: C. Mandara,, J. Brooks, All

**Next meeting scheduled for June 19th, 2019 at 6:30 PM**

# Rose Memorial Library

## Financial Report

### For Board Meeting June 19, 2019

The financial reports for this month reflect income and expenses as of May 31, 2019. As of that date we had \$ 214,553 on deposit in the TD Bank Operating account.

*We had income of \$ 4,994 in May and expenses of \$ 58,528*

The **Merrill Lynch** Accounts had a value of \$ 459,471.09 as of 5/30/19 as compared with \$444,262 as of 1/31/19.

One investment bond (NASDAQ) due in early 2020 had an early call as we received \$17,331.95. It had a current rate of 5.44% and an estimated annual income of \$944. It is now in our Merrill Cash Account.

The **Cash Flow** report (below) shows a negative \$2470 from the projection made in Nov. 2018

November '2018 Thru December 2019		Other Income	Actual	Projections	Actual	Projection TD Checking	Actual
Projection of Cash Flow		Project IN	IN	OUT	OUT	Balance	Checking Statement
Month ending	Government IN						
Nov 30 2018	\$ 200,000	\$ 4,184	\$ 5,974	\$ 37,877	\$42,220	\$ 166,307	\$177,816
Dec 31, 2018		\$ 4,184	\$ 7,450	\$ 40,745	\$ 41,439	\$ 129,746	\$143,347
Jan 31 2019		\$ 10,184	\$ 5,397	\$ 47,058	\$ 53,209	\$ 92,872	\$94,499
February 28 2019	\$ 255,000	\$ 6,184	\$ 297,109	\$ 40,080	\$39,072	\$ 313,976	\$ 352,513
March 31, 2019		\$ 4,851	\$3,397	\$ 41,702	\$ 41,039	\$ 309,949	\$ 310,796
April 30, 2019		\$ 4,184	\$ 3,363	\$ 48,878	\$ 39,424	\$ 259,566	\$ 255,058
May 30, 2019		\$ 4,184	\$ 4,994	\$ 54,567	\$ 58,528	\$ 225,458	\$ 222,988

Major expenses noted from the Disbursement sheet include: Brodart (books) \$1726 & \$1450; Health Insurance: \$1459; Ramapo Catskill Library System: \$2275 (The Annual system services fee (non-automation). There were two payrolls in the month

06.14.19

James Mahoney  
Library Director

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

	May 19
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	270
4015 · Investment Income	2,112
4016 · Gifts and Donations	103
4031 · Library Charges	388
4032 · Other Income	895
4038 · Rental Income - 61 E. Main	1,225
<b>Total Income</b>	<b>4,994</b>
Gross Profit	4,994
Expense	
6001 · Salaries	40,971
6002 · Benefits	2,218
6007 · Office Postage	260
6010 · Repairs and Maintenance	871
6011 · Health Insurance Premiums Paid	1,342
6015 · Telecommunications	120
6017 · Utilities	1,178
6018 · Insurance	385
6019 · Dues/Fees	75
6031 · Internet Access	135
6035 · Newsletters	114
6043 · Retirement 403B	1,125
6050 · RCLS Service Fee	2,275
6053 · Website Hosting Fee	60
6101 · Capital Expenditures	4,452
6125 · Serials	367
6200 · Programs	1,050
6300 · Supplies	1,530
<b>Total Expense</b>	<b>58,528</b>
Net Ordinary Income	(53,535)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
<b>Total Other Expense</b>	<b>0</b>
Net Other Income	0
Net Income	<b>(53,535)</b>

**Rose Memorial Library  
Library Director's Report  
By James Mahoney, Library Director  
May 14, 2019 - June 14, 2019**



**For Board Meeting June 19, 2019**

**General Overview -**

During the past month I gave more attention to plans the development of our summer festival in August. I contacted the Jim Monaghan, Town Supervisor for permission to use the Town Hall property on August 10th and he brought the matter to the Town Council, which approved the use. Office Manager, Carole Gomez and I have been sketching out an agenda and making contacts

**Personnel** Evaluations of staff.... (Still in planning stage)

**Building:** Campbell Construction will give us a schedule this week for preparing and painting the exterior window and door trim..

**Technology:** Our main printer, found at the front desk, and used by the public, decided to breakdown on Friday, and I consulted with Ted Needleman for a good model to replace it with. I purchased a laser HP at Best Buy, and the folks at Frontline (IT) will install it on the network.

**Review of the results of recent budget votes (last 6 months) in the RCLS area (6/19)**

	Yes	No	Total	Passed
<b>Blauvelt</b>				
<b>Chester</b>	2650	1825	4475	Passed <u>1<sup>st</sup> 414 (2018)</u>
<b>Cornwall</b>	433	124	557	Passed
<b>Cragsmoor</b>				
<b>Ellenville</b>	54	0	54	Passed (2018)
<b>Fallsburg</b>				
<b>Finkelstein (Spring Valley)</b>	304	102	406	Passed
<b>Florida</b>	119	24	143	Passed
<b>Gardiner</b>				
<b>Goshen</b>	146	39	185	Passed
<b>Grahamsville (D Pierce)</b>	128	11	139	Passed
<b>Greenwood Lake</b>	48	1	49	Passed



Haverstraw	147	56	203	Passed
Highland Falls				
Liberty	59	6	65	Passed
Livingston Manor				
Mamakating (Wurtsboro)	35	3	37	Passed
Middletown	98	30	128	Passed

	Yes	No	Total	Passed
Monroe	3314	2818	6132	Passed
Montgomery				
Monticello	87	14	101	Passed
Nanuet	470	196	666	Passed
New City & W Nyack	399	98	497	Passed
Newburgh	1523	425	1948	Passed (2017)
Nyack	86	8	94	Passed
Orangeburg				
Palisades				
Pearl River	179	18	197	Passed
Piermont				
Pine Bush				
Port Jervis	80	13	93	Passed
Roscoe				
Rose Memorial (Stony Pt)				
Sloatsburg	68	7	75	Passed
Suffern	191	18	209	Passed
Sunshine Hall (Eldred)				
Tappan				
Tomkins Cove	13	0	13	Passed
Tuxedo Park	478	351	829	Passed
Valley Cottage	68	7	75	Passed
Walden				
Wallkill	51	0	51	Passed
Warwick	399	57	456	Passed
Washingtonville	162	62	224	Passed
Western Sullivan	103	4	107	Passed
Woodbury				

### **Appointments/Meetings:**

Wednesday, May 15, 2019 Rose Memorial Library - Board of Trustees Meeting  
Tuesday, May 21, 2019 Sexual Harassment Workshop, Haverstraw Library  
Wednesday, May 22, 2019 Financial Audit by Berard and Associates  
Friday – Monday May 24-27, Memorial Day Holiday (Closed Monday)  
Wednesday, May 29, 2019 Meeting with Susan Perry, our Health Insurance broker  
Friday, May 31, 2019 Board Marketing Committee w/ staff Managers  
Friday, June 7, 2019 Conference with Cynthia Branca – Library investment Proposal  
Tuesday, June 11, 2019 - Rockland Director's Group - West Nyack Library  
Wednesday, June 12, 2019, Ramapo Catskill Library System, Director's Assoc., Middletown  
Thursday, June 13, 2019 - Internal Staff Manager's Meeting - Postponed to Thurs. June 20<sup>th</sup>  
“ “ - Dinner Meeting at Lynch's, Rotary Installation, members, politicians and  
community leaders

**Adult Services Report**  
**April 15- June 15**  
**Oscar Chrin, Adult Services Librarian**

Summer reading is almost here! I am once again doing a summer reading program for adults. It will work similarly to last year - with patrons completing "challenges" that involve both reading and interacting with the library in some way (e.g. accessing a library database or attending a program). Since this year's theme is "A Universe of Stories" (space), the grand prize will be two all inclusive tickets to the Hayden Planetarium which will be awarded in August.

I bought an adapter that will allow me to hook my iPad up to the projector (cost about \$10 on Amazon). I have already used this in two programs - during an origami program, I was able to use the iPad camera to show my hands on the big screen as I was folding and in an eBook borrowing class, I was able to show patrons what was happening on my screen which made it easier to walk people through the steps and involved a lot less running around from person to person.

I attended a meeting at RCLS in early May on the topic of "Data Analysis" and how to use census data from American FactFinder to reveal information that can be useful in a number of different applications, such as grant writing and program planning. The presentation also covered some information about the upcoming 2020 census and the role libraries will play in assisting patrons.

**Library Operations Manager**  
**April 15- June 15**  
**Gretchen Pollack**

The circulation staff has nearly completed the initial shelf reading project. The shelves look neater, locating materials is easier for both staff and patrons, and misplaced items have been placed in their proper locations. The whole staff, Janet Dean in particular, devoted a lot of time and energy to this project. This is definitely not a one-time event; it will continue to be an ongoing part of our routine.

The Adult Graphic Novels have been relocated to the fiction room and that empty bookcase is now being used to showcase parts of our collection. We've asked Ann, "what is something that patrons don't know they can check out?" Last month we featured Consumer Reports magazines and this month we have vacation planning materials: travel guides, language learning CDs, and travel dvds. We have seen some of these displayed items circulate.

The Fine -Free-Senior cards and no fines on juvenile or young adult materials is in place and seems to be well received. We have had a few patrons make a donation after we tell them that they don't owe a fine because of this change. We have talked about mounting a donation box to the front desk for occasions like these.

I attended the last CTUG meeting in Middletown in May and relayed pertinent information to the staff, mainly pertaining to processing material for inter-library loan and staff cards.

-Gretchen

**Youth Services Report**  
**April 15- June 15**  
**Susan Babcock, Head of Youth Services**

**April**

We hosted a Mad Science Bubbling Potions program and it was a big hit! Kids learned about the different states of matter and watched in amazement as the presenter performed some fun bubbling experiments with dry ice. We had 41 attendees and continue to be asked regularly when we will host Mad Science again!

For teens we had artist Danielle Lafayette of the Art Studio in Highland Mills present a program on Vincent Van Gogh and his famous Iris Paintings. Each teen created their own Iris art with oil pastels with Danielle's guidance. We had 11 teens participate.

**May**

The week leading up to Mother's Day we had a drop-in Mother's Day craft. Kids could come anytime from noon on to create a small craft for their mom (grandma etc). We had 41 kids make a craft. I think families love the idea of not having to sign up for a particular time. I plan to continue to run more programs like this. Dropping in is a great option for families with kids with a lot of scheduled activities.

Our Paws for a Cause therapy dogs visited this month on a Wednesday evening as usual. However, rather than a reading to the dogs session for the younger kids we hosted a "De-stress with a dog" program for teens during testing week. We had 4 teens who took advantage and really loved the opportunity to give the dogs love and attention as a way to relax.

## Rose Memorial Library Statistics

	May 2019	YTD 2019	May 2018	YTD 2018	
Circulation:		3654	19034	3643	18563
Inter Library Loan					
- Borrowed		671	3442	653	3341
- Loaned		792	4021	713	3715
Registered Users		5440	N/A	5530	N/A
Reference Transactions					
- Adult		549	2719	554	1838
- Children's		61	618	168	296
Library Visitors		3035	14306	3311	15763
Public Computer Sessions		102	834	132	716
Web Analytics					
- Visitors		615	3601	666	3125
-Number of Visits		1288	7174	1380	6561
- Page Visits		2177	12134	2466	11607

Programs: (Breakdown attached)	May 2019		May 2018	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	14	124	13	96
- Young Adult	3	8		
- Children's	29	249	45	567

	May 2018	YTD 2018	May 2017	YTD 2017
<b>Adult Collection</b>				
Fiction Books	440	2114	501	2263
New Fiction	34	145	50	166
Express Books	329	1762	409	1917
Large Print Books	212	969	186	947
Non Fiction Books	158	962	307	1383
<b>Total Adult Books</b>	<b>1173</b>	<b>5952</b>	<b>1453</b>	<b>6676</b>
<b>CD/Audio</b>	153	731	158	758
<b>DVD</b>	669	3454	796	3572
<b>Misc.</b>	4	12	3	19
<b>Periodicals</b>	56	367	52	300
<b>TOTAL ADULT CIRC</b>	<b>2055</b>	<b>10516</b>	<b>2462</b>	<b>11325</b>

<b>Juvenile Collection</b>				
Fiction Books	1058	5245	870	4257
Non-Fiction Books	87	723	118	641
Express Books	1	2	0	3
<b>Total Juv Books</b>	<b>1146</b>	<b>5970</b>	<b>988</b>	<b>4901</b>
<b>CD/Audio</b>	10	39	11	34
<b>DVD</b>	262	1172	319	1522
<b>Misc.</b>	0	0	0	0
<b>Periodicals</b>	5	15	3	19
<b>TOTAL Juvenile Circ</b>	<b>1423</b>	<b>7196</b>	<b>1321</b>	<b>6476</b>

<b>YA Collection</b>				
Fiction Books	39	176	53	255
Non-Fiction Books	7	46	15	88
Express Books	0	0	0	0
<b>CD/Audio</b>	2	8	1	1
<b>DVD</b>	4	22	0	4
<b>TOTAL YA Circ</b>	<b>52</b>	<b>252</b>	<b>69</b>	<b>348</b>

<b>Graphic Books</b>	83	453	68	249
<b>Games</b>	30	146	40	<b>181</b>

<b>GRAND TOTAL</b>	<b>3643</b>	<b>18563</b>	<b>3960</b>	<b>18579</b>
--------------------	-------------	--------------	-------------	--------------

All Books	2448	12597	2577	12169
All AV	1100	5426	1285	5891
Periodicals	61	382	55	319
Games	30	146	40	181
Misc	4	12	3	19
	<b>3643</b>	<b>18563</b>	<b>3960</b>	<b>18579</b>

Date	Children's Programs	Attendance
5/1	Springtime Film and Dot Painting 10:30 am	5
5/1	Springtime film and dot painting 1:30pm	10
5/2	Walk& Wiggle 10:30 am	5
5/2	Toddler Storytime 11:30 am	10
5/3	Itty Bitty Playdate	2
5/6	Rhyme, Bounce and Giggle 10:30 am	10
5/7	Preschool Storytime 10:30am	8
5/7	Preschool Storytime 1:30pm	6
5/8	Preschool Lego Builders 10:30 am	7
5/8	Preschool Lego Builders 1:30 pm	6
5/9	Walk& Wiggle 10:30 am	9
5/9	Toddler Storytime 11:30 am	8
5/3	Itty Bitty Playdate	3
5/13	Rhyme, Bounce and Giggle 10:30 am	8
5/14	Preschool Storytime 10 :30 am	8
5/14	Preschool Storytime 1:30 pm	12
5/15	Little Yoga 12:30pm	14
5/15	Little Yoga 1:15pm	9
5/16	Walk& Wiggle 10:30 am	6
5/16	Toddler Storytime 11:30 am	11
5/17	Itty Bitty Playdate	3
5/18	Family Storytime 11 am	3
5/20	Rhyme, Bounce and Giggle 10:30 am	10
5/20	Spring Concert Mr. Kurt	41
5/21	Preschool Storytime 10:30am	4
5/21	Preschool Storytime 1:30 pm	9
5/22	Fun with Playdough 10:30 am	4
5/22	Fun with Playdough 1:30pm	3
5/29	Elementary Explorers	15
	<b>Total</b>	<b>249</b>

Date	Young Adult Programs	Attendance
5/8	TAG Meeting 5pm	2
5/15	Paws for a Cause Teens	4
5/23	Fan of Fiction	2
	<b>Total</b>	<b>8</b>

Date	Adult Programs	Attendance
5/2	Chair Yoga	12
5/7	Intermediate Mah-Jongg #1	8
5/9	Chair Yoga	23
5/14	Intermediate Mah-Jongg #2	8
5/16	Chair Yoga	13
5/16	Third Thursday Book Club	7
5/18	Paper Flower Bouquet	6

5/20	Movie Monday	5
5/21	Intermediate Mah-Jongg #3	7
5/22	Tabletop Game Night	0
5/28	E Book Borrowing	5
5/28	Intermediate Mah-Jongg #4	6
5/30	Chair Yoga	24
5/30	Health & Fitness with John Inzeo	0
	<b>Total</b>	<b>124</b>