

Rose Memorial Library
79 East Main Street, Stony Point, New York 10980
Regular Meeting of the Board of Trustees
Wednesday, January 15, 2020

AGENDA - Revised

I. Call to Order

II. Adoption of Minutes

Regular Meeting, December 18, 2019 *

III. Public Comments

IV. Election of Trustees to fill vacancies:

- a. One Three-year term (exp. end of 2022)* (Mandara)
- b. One One-Year term (exp. end of 2020)* (Flora)

V. Election of Officers*

President, Vice President, Secretary, Treasurer

IV. Finance –

- a. Narrative Report (Director)
- b. Approval of Disbursements. Month ending December 31, 2019 *
- c. Financial Reports for December 2019 *

V. Reports

- a. **Director's Report**, January 14 2020
- b. **Action Items** December - January
- c. **Board Committees**
 - Marketing & Fundraising - Annual Appeal continues: 140 donations = \$6,140
 - Facilities & Capital Projects - Approval of Chimney Repair
 - Finance & Budget – Investments & Investment Policy Revised *
 - Policy - Financial Procedures – Draft in process
 - Technology: Gift of Computers

VI Old Business

- a. Appointment of an Audit Committee
- b. Progress of sale of 61 East Main St Property:
Buyer suggests a revision of the contract *
- c. Review/Adoption of 2020 priorities
- d. Adoption of the 2020 Operating Budget (Revisit) *

VII. New Business

- A. Changes office modifications
- B. Signers at the TD Bank and Merrill accounts

VIII. Executive Session *

- IX Announcements
- X. Adjournment*

*Next Scheduled Meeting February 19, 2020 at 6:30 pm**

**=motion required*

1.14.2020

Rose Memorial Library Association
79 East Main Street, Stony Point, New York 10980
Minutes
Regular Meeting of the Board of Trustees
Wednesday, January 15, 2020

Attendees: James Brooks, Terry Marsico, Theodore Needleman
Amanda Pagan-Glass, Rebecca Sanders (5/7)
There are two trustee vacancies. James Mahoney (Director)

I. **Call to Order** 6:30 pm by J. Brooks,

II. **Adoption of Minutes:** for Regular Meeting, December 18, 2019

Motion to accept by Mr. Needleman, 2nd by Mr. Brooks, unanimously approved

III. **Public Comment** – None

IV. Finance:

- a. Narrative Report (none)
- b. Approval of Disbursements and Financial Reports for the month ending December 31, 2019. Discussion was held regarding the expenses for the year on line 6010 (Repairs and Maintenance) to be reported back
Motion by Mr. Needleman 2d by Mr Brooks, to accept the monthly disbursements and reports. Unanimously approved.

V. Reports

- a. Director's Report was accepted.
- b. Action Items - none
- A. Board Committees
 - A. a Marketing & Capital Projects -
 - B. Facilities & Capital Projects –
 - C. Finance & Budget - Investments and Investment Policy being revised-
 - D. Policy- Financial Procedures - draft in progress
 - E. Technology Tech Grant (Ted Needleman)
 - F. Events in 2020 to be described in January meeting
 - G. Planning - March 15th Event Kick-off

VI. Old Business

- a. **Progress of 2018 Audit** (Bernard & Associates) – completed: An Audit Committee consisting of Rebecca, Ted, and James Brooks, was appointed to the review the Audit completed by Berard and Associates for 2018 and report back to the Board with comments and recommendations. There are two parts to the report: “Financial Statements for the Year Ending December 31, 2018 and 2017” and “Reports to the Board December 31, 2018”
- b. **Progress of sale of 61East Main St.** – Mr. Melita upon advice of this attorney, has presented a revised all cash offer, without any labor on his part for Library renovations. He has 60 days to complete due diligence items. Mr Brooks made a motion:

to accept the revised offer by Michael Melita to purchase the property at 61 East Main St, for \$210,000. Ms Sanders 2d the motion. Mr Brooks, Ms Pagan-Glass, Ms Sanders and Mr. Needleman (4) voted in favor of the motion and Mr. Marsico cast a negative vote. The Result was 4-1(7) and so the motion carried.

c. 2020 Operating Budget (Revised)

Upon motion by Mr. Needleman and 2d by Mr. Marsico, the board unanimously approved the general 2020 increase of staff compensation to 1.6%, and thus the Complete 2020 Library Operating Budget was raised to \$ 566,848.

VII. New Business

a. Election of Officers of the Board

By consensus, the following nominations were presented: for President: James Brooks; for Vice President: Amanda Pagan-Glass; for Secretary: Terry Marsico; for Treasurer: Rebecca Sanders. The candidates were unanimously elected to their respective offices for the year 2020. (5/7)

b. Approval of bid for Chimney Repair: Upon motion by Mr Brooks and 2nd by Ms Sanders the Board unanimously approved the bid of \$2,500 from All-American Masonry and Stamped Concrete of Stony Point, take down and rebuild the top six courses of the main chimney. (5/7)

c. Fundraising: Discussion on the need for addition fundraising: strong support for a semi-annual approach to the 'Annual Appeal' making it a July and December event.

VIII. Executive Session None

IX. Announcements - None

X+I Adjournment: Motion to adjourn at 8 pm. All

Submitted by James Mahoney
Library Director

Next meeting February 19, 2020 at 6:30 pm

02.18.20

Rose Memorial Library Association

Profit & Loss

December 2019

Dec 19

Ordinary Income/Expense	
Income	
4010 · LLSWA State Aid	442
4014 · Fundraising Income - Appeal	5,065
4015 · Investment Income	530
4016 · Gifts and Donations	20
4031 · Library Charges	121
4032 · Other Income	246
4038 · Rental Income - 61 E. Main	1,225
Total Income	<u>7,649</u>
Gross Profit	7,649
Expense	
6001 · Salaries	28,369
6002 · Benefits	2,250
6007 · Office Postage	215
6010 · Repairs and Maintenance	793
6011 · Health Insurance Premiums Paid	1,507
6017 · Utilities	24
6019 · Dues/Fees	2
6035 · Newsletters	226
6043 · Retirement 403B	0
6045 · Advertising and Promotion	28
6051 · Computer Technical Support	700
6101 · Capital Expenditures	
6100 · Books	46
6150 · AV	896
Total 6101 · Capital Expenditures	<u>942</u>
6200 · Programs	150
6300 · Supplies	1,175
Total Expense	<u>36,381</u>
Net Ordinary Income	(28,732)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	<u>0</u>
Total Other Expense	<u>0</u>
Net Other Income	0
Net Income	<u>(28,732)</u>

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

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4000 · Tax Levy	200,000	200,000	0	100%
4001 · Local Public Funds	295,000	295,000	0	100%
4010 · LLSWA State Aid	4,416	4,400	16	100%
4011 · Grants & Aid	1,000	1,000	0	100%
4014 · Fundraising Income - Appeal	9,403	9,200	203	102%
4015 · Investment Income	18,259	25,900	(7,641)	70%
4016 · Gifts and Donations	629			
4018 · Friends - Income	10	200	(190)	5%
4031 · Library Charges	3,135	5,500	(2,365)	57%
4032 · Other Income	5,400	3,900	1,500	138%
4038 · Rental Income - 61 E. Main	14,700	14,700	0	100%
Total Income	551,952	559,800	(7,848)	99%
Gross Profit	551,952	559,800	(7,848)	99%
Expense				
6001 · Salaries	363,760	348,005	15,755	105%
6002 · Benefits	33,949	34,949	(1,000)	97%
6007 · Office Postage	1,775	2,000	(225)	89%
6008 · Accounting & Other Prof Fees	3,850	1,000	2,850	385%
6009 · Legal	2,383	2,100	283	113%
6010 · Repairs and Maintenance	20,826	20,501	325	102%
6011 · Health Insurance Premiums Paid	17,356	25,000	(7,644)	69%
6015 · Telecommunications	1,306	2,767	(1,461)	47%
6017 · Utilities	8,693	9,125	(432)	95%
6018 · Insurance	3,475	3,456	19	101%
6019 · Dues/Fees	1,951	1,735	216	112%
6026 · Miscellaneous	200			
6028 · Sewer Taxes	1,350	1,325	25	102%
6031 · Internet Access	1,502	1,800	(298)	83%
6032 · Ansernet Service Fee	12,535	11,198	1,337	112%
6034 · Software Licensing Fees	564	1,525	(961)	37%
6035 · Newsletters	7,081	5,880	1,201	120%
6036 · Fundraising	2,072	2,650	(578)	78%
6043 · Retirement 403B	1,125			
6045 · Advertising and Promotion	3,926	1,900	2,026	207%
6046 · Movie Licensing Contract	568	562	6	101%
6050 · RCLS Service Fee	2,275	2,275	0	100%
6051 · Computer Technical Support	7,700	6,000	1,700	128%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	700	450	250	156%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purchases	3,297	500	2,797	659%
6100 · Books	23,691	26,900	(3,209)	88%
6150 · AV	14,729	14,988	(259)	98%
Total 6101 · Capital Expenditures	41,717	42,388	(671)	98%
6125 · Serials	4,279	3,820	459	112%
6200 · Programs	10,073	10,965	(892)	92%
6300 · Supplies	12,229	11,275	954	108%
8500 · Misc expenses	800			
Total Expense	570,020	555,151	14,869	103%
Net Ordinary Income	(18,068)	4,649	(22,717)	
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	(18,068)	4,649		

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

	<u>Jan - Dec 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cash Balances:				
	1/1/2019	12/31/2019		
Operating Acct - TD Bank	143,472.62	108,931.84		
Payroll Acct -TD Bank	35.66	45.32		
Savings Acct - TD Bank	8,292.21	7,497.25		
Bank CDs - Future Fund	0.00	0.00		
Bank CDs - Other	0.00	0.00		
Petty Cash	77.07	97.01		
Merrill Lynch Cash Acct	5,204.56	2,344.57		
Merrill Lynch Certificates of Deposit	0.00	45,000.00		
Meri	282,101.92	258,263.03		
Merrill Lynch Premiums/Discounts	93.56	93.56		
Merrill Lynch Cash Acct - Future Fund	77,211.57	1,604.68		
Merrill Lynch Municipal Bonds - Future Fund	85,669.20	160,669.20		
Merrill Lynch Premiums/Discounts - Future Fund	1,240.40	785.20		
	603,398.77	585,331.66		

Library Director's Report
By James Mahoney, Library Director
December 18, 2019 – January 14, 2020
For Board Meeting January 15, 2020



General Overview -

My time was taking some time off over the holidays, and attacking my paperwork mountains. Believe it or not Carole and I went through about 25% of the materials. Making Progress!

Personnel: Rosina Hoey returned to work January 13th and is back into the routine of things at the Circulation Desk.

Building: Our potential buyer has taken the advice of his attorney and requests a modification of the contract [REDACTED]

I arrived on Monday to find that a brick had fallen from the top of our chimney and landed on the ramp entry in the rear. Yesterday I started the process by contacting two Stony Point masons and Tim McGonigal (All American) assessed the situation today. The top six courses will need to be removed and replaced, although some of the bricks may be saved to use on the most visible sides. As the masons are already involved with projects, they will wrap the top of the chimney to secure any bricks that may be loose. Then, when they have the materials and a scaffold in hand that can be used here they will engage the project.

James Brooks came over to view the site and we went to Town Hall and poke to both the Fire Inspector and the Building Inspector, and received all the information we needed. The Fire Inspector takes the lead in this case and will tell us whether we can remain open and other details, as our major secondary exit cannot be used. I expect the masonry work to take about 2-3 days, but the schedule is out of our control, and the work needs to be undertaken.

The Ambulance Corps asked us for a copy of the asbestos report on the old Ambulance building which aroused some difficulty. I checked the contract for the work, and the only restriction in it states that it can only be reproduced in “whole”, not in part, so that the whole

report can be taken together. There is very little asbestos in the building, and that is in the adhesives that were used to lay down floor tiles or linoleum. I invited the ambulance corps people to have someone come to look at it, but no one ever showed. I also discussed this with Supervisor Jim Monaghan (who knew about the report and was here on a personal matter, and we chatted awhile. He also clued me in on some other building issues.

Technology Budget : I am asking Oscar to give us a report on the progress of the donated machines.

RCLS: Nothing new to report

Financial: I am rechecking the 2020 Operating Budget that I presented to the Board in December to see whether I gave each of you the correct version of the Salary figures. In any event I have corrected the salary section to reflect the cost of living increase that I believe the Board passed last month.

Our 30-Day Certificates of Deposit are currently with Discover Bank (Greenwood, Delaware) at \$45,000 with a yield of 1.75% Our Portfolio with Merrill had a total of \$470,809 as of December 31st.

Personal: My eye procedures went splendidly. Now I am having a test on January 22nd to assess the cancer issues.

Director's Appointments/Meetings:

Tuesday, Dec 24 Christmas Eve Library Closed at 2PM

Wed. Dec 25 Library Closed

Tuesday, Dec 31, New Year's Eve – Library Closed at 2PM

Wed. Jan 1: New Year's Day, Library CLOSED

Friday, Jan 3: Library Trustee & Staff Holiday Party, Lynch's

Wed., Jan 8th, Ramapo Catskill Library System – Director's Association

Mon/Tues Jan 13 & 14 Library Chimney – Tim McGonigal, Tom Larkin, Bill Sheehan

James Mahoney
Library Director

Circulation Statistics

Rose Memorial Library

	December YTD		December YTD	
	2019	2019	2018	2018
Adult Collection				
Fiction Books	391	5470	341	5513
New Fiction	17	289	16	341
Express Books	276	4226	328	4440
Large Print Books	153	2231	159	2507
Non Fiction Books	169	2651	176	2379
Total Adult Books	1006	14867	1020	15180
CD/Audio	117	1501	128	1755
DVD	490	6576	589	7854
Misc.	0	24	0	47
Periodicals	82	1122	78	1013
TOTAL ADULT CIRC	1695	24090	1815	25849
Juvenile Collection				
Fiction Books	756	14757	1001	14972
Non-Fiction Books	144	1799	93	1644
Express Books	0	11	1	7
Total Juv Books	900	16567	1095	16623
CD/Audio	10	120	8	116
DVD	238	3512	272	3069
Misc.	0	0	0	0
Periodicals	8	36	2	60
TOTAL Juvenile Circ	1156	20235	1377	19868
YA Collection				
Fiction Books	73	742	42	644
Non-Fiction Books	2	163	24	193
Express Books	0	3	0	2
CD/Audio	2	17	0	12
DVD	2	79	7	51
TOTAL YA Circ	79	1004	73	902
Graphic Books	74	1565	95	1492
Games	7	327	30	366
GRAND TOTAL	3011	47221	3390	48477
All Books	2055	33907	2276	34134
All AV	859	11805	1004	12857
Periodicals	90	1158	80	1073
Games	7	327	30	366
Misc	0	24	0	47
	3011	47221	3390	48477

Date	Program	Attendance
2-Dec	Rhyme Bounce & Giggle	Cancelled Snow Day
2-Dec	Art Club	Cancelled Snow Day
3-Dec	Preschool Storytime 10:30 am	Cancelled delayed opening
2-Dec	Preschool Storytime 1:30 pm	7
4-Dec	Holiday Film and Dot Painting 1:30 pm	9
5-Dec	Walk & wiggle 10:30 am	10
5-Dec	Toddler Storytime 11:30 am	9
9-Dec	Rhyme Bounce & Giggle 10:30 am	4
9-Dec	Dogman Party 5:30 pm	19
10-Dec	Preschool Storytime 10:30 am	13
10-Dec	Preschool Storytime 1:30 pm	5
11-Dec	Preschool Lego Builders 1:30 pm	10
12-Dec	Walk & wiggle 10:30 am	10
12-Dec	Toddler Storytime 11:30 am	2
13-Dec	National Cocoa Day drop in 4:30 -7	16
16-Dec	Rhyme Bounce and Giggle 10:30 am	7
16-Dec	Tis the Season to Be Silly Mr. Kurt 6pm	31
17-Dec	Preschool Storytime 10:30 am	Cancelled Snow Day
17-Dec	Preschool Storytime 1:30 pm	Cancelled Snow Day
18-Dec	Playdough 10:30 am	4
19-Dec	Walk & wiggle 10:30 am	10
27-Dec	Goosebumps 3:30	17
30-Dec	Lego building 5 and up	15
7-Dec	Holiday Cookie Cottages	21
	TOTAL	219
	Young Adult Programs	
20-Dec	Teen Cookie Cottages	8
	Adult Programs	
3-Dec	Casual Open Mah-Jongg	4
5-Dec	3D Paper Snowflakes	6
10-Dec	Casual Open Mah-Jongg	4
11-Dec	Coloring for Calm	0
16-Dec	Learning to Hoopla	0
17-Dec	Casual Open Mah-Jongg	Cancelled Snow Day
21-Dec	Saturday Matinee	5