

'Rose Memorial Library
79 East Main Street, Stony Point, New York 10980
Regular Meeting of the Board of Trustees
Wednesday, December 18, 2019

AGENDA

- I. **Call to Order**
- II. **Adoption of Minutes:**
 - Special Meeting, July 22, 2019 *
 - Regular Meeting, November 20, 2019 *
- III. **Public Comments**
- IV. **Finance –**
 - a. Narrative Report (Director)
 - b. Approval of Disbursements. Month ending November 30, 2019 *
 - c. Financial Reports for November 2019 *
- V. **Reports**
 - A. **Director's Report**, November 19, 2019 – December 13, 2019
 - B. **Action Items** October 11, 2019 – December 11, 2019
 - C. **Board Committees**
 - a. Marketing & Fundraising - Annual Appeal underway
 - b. Facilities & Capital Projects -
 - c. Finance & Budget – Investments & Investment Policy Revised *
 - d. Policy - Financial Procedures – Draft in process
 - e. Technology Computer Budget and Gift of Computers
- VI. **Old Business**
 - a. Progress of sale of 61 East Main St Property:
Buyer has submitted details of his proposed labor to add to the contract
 - b. Review/Adoption of 2020 priorities (Christina) (in process)=
 - c. Approval of Ramapo Catskill Library System 2020 Budget
- VII. **New Business**
 - Adoption of the 2020 Operating Budget
- VIII. **Executive Session ***
- IX. **Announcements**
- X. **Adjournment***

*Next Scheduled Meeting January 15, 2020 at 6:30 pm**

=motion required
12.11.19

ROSE MEMORIAL LIBRARY ASSOCIATION

79 East Main Street, Stony Point, New York 10980

Special Meeting of the Board of Trustees

Monday, July 22, 2019

Library Office

6:00 pm

Minutes

Present: Christina Mandara, Ted Needleman, James Brooks, Amanda Pagan-Glass, Rebecca Sanders (5/7) James Mahoney (Director)

Absent Dorothy Flora, Terry Marsico

1. **Call to Order** 6:00 pm
2. **Public Comment** None
3. **Motion to go into Executive Session to discuss Real Estate issue ***
Motion was made by T. Needleman to go into Executive Session at 6:04 pm and seconded by J. Brooks, unanimously approved
4. **Motion to exit Executive Session to return to Special Meeting ***
Motion was made by Christina Mandara seconded James Brooks, to exit the Executive Session unanimously approved
5. **Business stemming from Executive Session**
As a purchase offer on the property at 61 East Main St was received on July 16, 2019, C. Mandara made a motion to make a counter-offer of \$259,000, with the intention of establishing our bottom line at \$220,000, seconded by Rebecca Sanders, unanimously approved.
6. **Adjournment *** Motion to adjourn at 6:25 pm. by T. Needleman, and 2d by Rebecca Sanders; unanimously approved.

Submitted,
James Mahoney
December 11, 2019

*= Requires Motion of the BoardThe

Next Regular Meeting of the Board will be held on Wednesday, Sept. 18, 2019 at 6:30 pm

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

Regular Meeting of the Board of Trustees

Wednesday, November 20, 2019

Attendees: Christina Mandara, Terri Marsico, Theodore Needleman, James Brooks, Rebecca Sanders (absent), Dorothy Flora, Amanda Pagan-Glass, (6/7) James Mahoney (Director)

I. Call to Order 6:33 pm by C. Mandara, T. Marsico, All

II. Adoption of Minutes:

Special Meeting - minutes from July 2019 Special Meeting minutes pending.

Regular Meeting – from October 28, 2019

Motion to Accept Regular Meeting Minutes – T. Marsico, James Brooks, All

III. Public Comment – None

IV. Finance

a. Narrative Report

b. Approval of Disbursements Month ending October 31, 2019

More detail needed to clarify ~~Cash~~ Disbursements.

Motion to Accept Disbursements with future clarifications by A. Pagan-Glass, J. Brooks, All

c. Financial Reports for October 2019 Motion to Accept by T. Needleman, T. Marsico, All

V. Reports

a. Director's ~~Narrative~~ Report October 11, 2019 – November 19, 2019

b. Action Items - October 11, 2019 – November 19, 2019

A. Board Committees

A. a Marketing & Capital Projects - 70th Birthday Celebration a success

B. Facilities & Capital Projects – Add accordion wall and half wall to plans

C. Finance & Budget - Investments and Investment Policy being revised-
Committees review pending and 2020 budget being worked on.

Motion to Accept E-Gift Card of \$200 for person who donated printers by
C. Mandara, J. Brooks, All

D. Policy- Financial Procedures - draft in progress

E. Technology Tech Grant (Ted Needleman) IT Budget reduced from \$30,000 to
~\$18,300. Board to consider Quickbooks upgrade.

F. Planning - committee to Develop future library plans and explore Focus Groups

VI. Old Business

a. Progress of 2018 Audit (Bernard & Associates) - completed

- b Progress of sale of 61 East Main St. - Buyer has presented details of his proposed labor to be added to contract. Add accordion wall and half wall to plans.
- c. Review/Adoption of 2020 priorities (Christina) in process- Develop long range plan/strategic plan

V11 New Business

- a. Adoption of the 2020 Operating Budget. Vote on 2020 Budget at December 2019 Meeting.
- b. Motion to Accept December Holiday Trustee Dinner with Staff/spouses by T. Needleman, C. Mandara, All

VIII. Executive Session

IX. Announcements - None

X.I Adjournment: Motion to adjourn at 7:52 pm by C. Mandara, T. Marsico, All

Next meeting December 18, 2019 at 6:30 pm

Rose Memorial Library Association
Profit & Loss
 November 2019

	Nov 19
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	594
4015 · Investment Income	3,329
4016 · Gifts and Donations	1
4031 · Library Charges	212
4032 · Other Income	316
4038 · Rental Income - 61 E. Main	1,225
Total Income	5,677
Gross Profit	5,677
Expense	
6001 · Salaries	27,733
6002 · Benefits	1,864
6007 · Office Postage	90
6010 · Repairs and Maintenance	3,684
6011 · Health Insurance Premiums Paid	(78)
6015 · Telecommunications	113
6017 · Utilities	1,198
6018 · Insurance	1,545
6019 · Dues/Fees	109
6026 · Miscellaneous	200
6031 · Internet Access	143
6035 · Newsletters	1,149
6036 · Fundraising	1,540
6043 · Retirement 403B	0
6045 · Advertising and Promotion	437
6051 · Computer Technical Support	700
6101 · Capital Expenditures	
6022 · Fixed Asset & Capital Purchases	23
6100 · Books	4,643
6150 · AV	589
Total 6101 · Capital Expenditures	5,254
6125 · Serials	371
6200 · Programs	555
6300 · Supplies	1,071
Total Expense	47,677
Net Ordinary Income	(42,000)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	0
Net Other Income	0
Net Income	(42,000)

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

Ordinary Income/Expense	Jan - Nov 19	Budget	\$ Over Budget	% of Budget
Income				
4000 · Tax Levy	200,000	200,000	0	100%
4001 · Local Public Funds	295,000	295,000	0	100%
4010 · LLSWA State Aid	3,974	4,400	(426)	90%
4011 · Grants & Aid	1,000	1,000	0	100%
4014 · Fundraising Income - Appeal	4,338	9,200	(4,862)	47%
4015 · Investment Income	17,729	25,900	(8,171)	68%
4016 · Gifts and Donations	610			
4018 · Friends - Income	10	200	(190)	5%
4031 · Library Charges	3,014	5,500	(2,486)	55%
4032 · Other Income	5,154	3,900	1,254	132%
4038 · Rental Income - 61 E. Main	13,475	14,700	(1,225)	92%
Total Income	544,304	559,800	(15,496)	97%
Gross Profit	544,304	559,800	(15,496)	97%
Expense				
6001 · Salaries	335,391	348,005	(12,614)	96%
6002 · Benefits	31,699	34,949	(3,250)	91%
6007 · Office Postage	1,560	2,000	(440)	78%
6008 · Accounting & Other Prof Fees	3,850	1,000	2,850	385%
6009 · Legal	2,383	2,100	283	113%
6010 · Repairs and Maintenance	20,033	20,501	(468)	98%
6011 · Health Insurance Premiums Paid	15,849	25,000	(9,151)	63%
6015 · Telecommunications	1,306	2,767	(1,461)	47%
6017 · Utilities	8,669	9,125	(456)	95%
6018 · Insurance	3,475	3,456	19	101%
6019 · Dues/Fees	1,949	1,735	214	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	6,855	5,880	975	117%
6036 · Fundraising	2,072	2,650	(578)	78%
6043 · Retirement 403B	1,125			
6045 · Advertising and Promotion	3,898	1,900	1,998	205%
6046 · Movie Licensing Contract	568	562	6	101%
6050 · RCLS Service Fee	2,275	2,275	0	100%
6051 · Computer Technical Support	7,000	6,000	1,000	117%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	700	450	250	156%
6101 · Capital Expenditures				
6022 · Fixed Asset & Capital Purcha	3,297	500	2,797	659%
6100 · Books	23,645	26,900	(3,255)	88%
6150 · AV	13,833	14,988	(1,155)	92%
Total 6101 · Capital Expenditures	40,775	42,388	(1,613)	96%
6125 · Serials	4,279	3,820	459	112%
6200 · Programs	9,923	10,965	(1,042)	90%
6300 · Supplies	11,054	11,275	(221)	98%
8500 · Misc expenses	800			
Total Expense	533,639	555,151	(21,512)	
Net Ordinary Income	10,665	4,649	6,016	
Other Income/Expense				
Other Expense				
6800 · Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	10,665	4,649	6,016	

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

	<u>Jan - Nov 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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Cash Balances:	1/1/2019	11/30/2019
Operating Acct - TD Bank	143,472.62	138,148.88
Payroll Acct -TD Bank	35.66	49.67
Savings Acct - TD Bank	8,292.21	7,496.93
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	1,857.88
Merrill Lynch Certificates of Deposit	0.00	40,000.00
Merrill L:	282,101.92	263,263.03
Merrill Lynch Premiums/Discounts	93.56	93.56
Merrill Lynch Cash Acct - Future Fund	77,211.57	1,604.60
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	614,065.96

Library Director's Report
By James Mahoney, Library Director
November 20, 2019 – December 18, 2019
For Board Meeting December 18, 2019



General Overview -

My time was spent revising the 2020 Operating Budget, and trying to wrap up projects still in the works since earlier in the year.

Personnel: Our evening desk clerk, Rosina Hoey was hospitalized earlier this month, but is now at home, trying to rest and recuperate. Existing staff are covering the gaps in the schedule.

Technology Budget : [Repeat from last month's meeting] The Technology Committee, Ted Needleman, Christina Mandara and myself, met to address the prospect of the technology budget coming in at just over \$30,000. We were of one mind to whittle that down considerably. In the end we cut new computer equipment down from \$8,700 to \$2,000; Computer Technical Support from \$8,400 to \$3,000; while the ANSER services thru RCLS stands at \$11,964; and the Telecommunications fees continue at \$1,337. We recommend a budget of \$3,000 for renovations expenses that may not be covered in Mr Melita's labor. Thus, the recommended technology

budget is \$18,301. All this was possible as the result of Ted's announcement that he has secured the donation of 9 new Lenovo computers (from Lenovo), and the reduction of outside technical assistance. The donated computers have arrived and Oscar has already upgraded

RCLS: Nothing new to report

Financial:

[Repeat from last month]: Highlights of the Budget Changes:

Investment Income down to \$20,000
Loss of Rental Income \$14,700
Withdraw from Fund Balance \$27,934
Salaries up \$2,747 (1%)
No Audit for 2019 (\$7,000)
Insurance up \$2,593 (Bookkeeping error)
Computer Equipment new: \$2,000
Renovations: new \$3,000
Newsletter \$1,495 Print 5x/year instead of 4
Budget Vote Expenses new: \$2,500
Computer Assistance (outside) down \$3,000 for \$6K
Software: add \$560 for anti-virus
Museum Passes: down \$465
Expenses for 61 E Main \$4,625 (eliminated)

Our Certificates of Deposit are currently with First Republic Bank San Francisco. \$40,000 with a yield of 1.45%

Personal: I will have a procedure next Monday, Dec 23 to correct a minor eye condition that has developed since my cataract surgery.

Director's Appointments/Meetings:

Circulation Statistics

Rose Memorial Library

November YTD

November YTD

2019

2019

2018

2018

Adult Collection

Fiction Books	418	5079	390	5172
New Fiction	23	272	24	325
Express Books	382	3950	366	4112
Large Print Books	153	2078	208	2348
Non Fiction Books	211	2482	181	2203
Total Adult Books	1187	13861	1169	14160
CD/Audio	112	1384	143	1627
DVD	570	6086	565	7265
Misc.	2	24	3	47
Periodicals	112	1040	78	935
TOTAL ADULT CIRC	1983	22395	1958	24034

Juvenile Collection

Fiction Books	1131	14001	1434	13971
Non-Fiction Books	151	1655	142	1551
Express Books	0	11	0	6
Total Juv Books	1282	15667	1576	15528
CD/Audio	12	110	7	108
DVD	290	3274	294	2797
Misc.	0	0	0	0
Periodicals	2	28	3	58
TOTAL Juvenile Circ	1586	19079	1880	18491

YA Collection

Fiction Books	76	669	41	602
Non-Fiction Books	10	161	23	169
Express Books	1	3	1	2
CD/Audio	0	15	0	12
DVD	3	77	3	44
TOTAL YA Circ	90	925	68	829

Graphic Books

Graphic Books	84	1491	144	1397
Games	19	320	19	336

GRAND TOTAL**3762 44210**

4069 45087

All Books	2640	31852	2954	31858
All AV	987	10946	1012	11853
Periodicals	114	1068	81	993
Games	19	320	19	336
Misc	2	24	3	47
	3762	44210	4069	45087



Ballot

The Board of Trustees of the _____ Library
on this day _____ of _____ 2019 approved a
resolution to

- accept
- not to accept

the Ramapo Catskill Library System 2020 Budget, as presented.

Board President *(signature)*

Please return by 4 p.m.
Friday, December 6, 2019

to
Grace Riario, Interim Executive Director
Ramapo Catskill Library System



**OFFICIAL CALENDAR OF
ROSE MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETINGS
2020**

Wednesday, January 15, 2020
Wednesday, February 19, 2020
Wednesday, March 18, 2020
Wednesday, April 15, 2020
Wednesday, May 20, 2020
Wednesday, June 17, 2020
Wednesday, July 15, 2020
Wednesday, August 19, 2020
Wednesday, September 16, 2020
Wednesday, October 21, 2020
Wednesday, November 18, 2020
Wednesday, December 16, 2020



6:30pm, Kennedy Room
ROSE MEMORIAL LIBRARY
Third Wednesday of each month



Check our webpage for Agendas & Board Materials



**The public is always invited to attend
open Board Meetings.**



**CALENDAR OF LIBRARY CLOSINGS
2020**

Wednesday	January 1	New Year's Day
Sunday	April 12	Easter**
Monday	May 25	Memorial Day
Saturday	July 4	Independence Day
Monday	September 7	Labor Day
Wednesday	November 25	Thanksgiving Eve (close at 5pm)
Thursday	November 26	Thanksgiving Day
Thursday	December 24	Christmas Eve (close at 2pm)
Friday	December 25	Christmas Day
Thursday	December 31	New Year's Eve (close at 2pm)

With the exception of Easter Sunday**, all full-time staff will be paid for the above six full-day closings and two half-day closings. (Part-time staff whose normal schedule would include any of these days will receive pro-rated holiday pay).



Rose Memorial Library will remain open on the following holidays, but staff will have the option of taking the day off or working their shift at the premium rate of time and one-half *AND* earning a floating holiday. Substitutes will also be offered the premium rate.

Monday	January 20	Martin Luther King Jr. Day
Monday	February 17	President's Day
Monday	October 12	Columbus Day
Wednesday	November 11	Veteran's Day
Friday	November 27	Day after Thanksgiving

Floating holidays need to be coordinated with coverage requirements and approved by the Library Director at least 30 days in advance. Floating holidays will expire in 180 days.

Regular hours:	Monday through Thursday	10am - 8pm
	Friday	10am - 7pm
	Saturday	10am - 4pm
	Sunday	noon - 4pm
Summer hours:	Closed Sundays, June 28 through September 6	

Calendar may be subject to change with notice.