

**Rose Memorial Library**  
79 East Main Street, Stony Point, New York 10980  
Regular Meeting of the Board of Trustees  
Wednesday, June 17, 2020

**AGENDA**

**I. Call to Order**

**II. Adoption of Minutes**

- Special Meeting May 19, 2020 \*
- Regular Meeting, May 20, 2019 \*
- Special Meeting May 27, 2020 \*
- Special Meeting. June 7, 2020 \*

**III. Public Comments**

**IV. Finance –**

- a. Narrative Report (Director)
- b. Discussion on Investment Reports see Merrill summary
- c. Approval of Disbursements. Month ending May 31, 2020 \*
- d. Financial Reports for May 2020\*

**V. Reports**

- a. **Director's Report**, June 11, 2020
- b. **Board Committees**
  - Marketing & Fundraising -
  - Facilities and Capital Projects
  - Finance & Budget –
  - Policy -
  - Technology:
  - Long Range Planning – Amanda Pagan Glass

**VI Old Business**

- a. Progress of sale of 61 East Main St Property: New Real Estate Broker see email correspondence

**VII New Business:** Correspondence from staff member : see email

**VIII. Executive Session \***

**IX Announcements**

**X. Adjournment\***

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

*\*=motion required*

**ROSE MEMORIAL LIBRARY**  
**79 East Main Street**  
**STONY POINT, NEW YORK**  
**BOARD OF TRUSTEES MINUTES**  
**Regular Meeting June 18, 2020 (Zoom Meeting)**

**Present:** (6/6) James Brooks, Hollis Griffin, Jr, Terry Marsico, Amanda Pagan-Glass, Ted Needleman, Rebecca Sanders. (James Mahoney, Library Director)

The meeting opened at 6:38 pm as a Zoom meeting.

Minutes of previous meetings: upon motion by James Brooks and 2<sup>nd</sup> by Terry Marsico, the minutes of the Special Meeting on ~~April~~<sup>May</sup> 19<sup>th</sup> were unanimously approved. It was noted that Hollis Griffin was elected to fill a three-year term to expire December 2022. [this was the seat of Christina Mandara who ended a 3-year term December 2019.]

Adopt Minutes of:

*Reg.* ~~Special Meeting; Wednesday, May 20~~  
May 27, Regular Meeting *Continued*  
June 7 Special Meeting

Public Comments: None

Finance – Table reports for May until consultation with auditor – Motion by Hollis Griffin and 2d by James Brooks u/a

Reports need to note changes in financial condition; generate a complete financial report including the Balance Sheet (Jim) Talk with Laura Grisar

Cash Disbursements

Frontline- ask them what specific type of maintenance was performed.

Cash Disbursements – Motion to approve made by Ted 2<sup>nd</sup> by Rebecca Sanders 2<sup>nd</sup> u/approved

Director's Report

Discussion on re-opening the library beginning with curbside service, according to the Plan developed by RCLS and others. Trustees would like to see us open one night /week and Saturdays.

End June – end of June July 6<sup>th</sup>

Motion – was made by Hollis: “Any staff who as of July 6<sup>th</sup> cannot make themselves available for work, or chose not to return to work, will be furloughed” 2<sup>nd</sup> by James Brooks, u/approved.

Ted: Keep August meeting

Signatures – collect multiple people carrying it

Disinfecting areas keep up

Susa Bova – broker (Rand Realty) to sell 61 E. Main unanimously approved: motion by Ted/Amanda

Janet’s letter: employee issue, refer to the Director

Adjourn – 8:14 pm

Submitted by  
James Mahoney

ROSE MEMORIAL LIBRARY  
79 EAST MAIN STREET, STONY POINT, NEW  
YORK 10980

SPECIAL MEETING OF THE BOARD OF  
TRUSTEES  
SUNDAY, JUNE 7, 2020

ATTENDEES:

JAMES BROOKS.

REBECCA SANDERS

TED NEEDLEMAN.

AMANDA PAGAN-

GLASS

TERRENCE MARSICO

CALL TO ORDER: 1:04 P.M.

Motion to accept the re-opening plan as is, with possible opportunities to  
relook at the plan during the next week.

Motion: J. Brooks. 2<sup>nd</sup>. T. Marsico

Unanimously approved

Approve the Board's decision regarding a new contingency clause in the  
Agreement of Sale for 61 East Main Street.

MOTION: Rose Memorial Library is withdrawing the offer of sale of the  
property to Mr. Michael Melina.

Motion: T. Needleman. 2<sup>nd</sup>. APagan-Glass



Motion to have the Director to secure a real estate agent for sale of the property by putting forth three (3) candidates for the Board to choose to represent Rose Memorial Library.

Motion: T. Marsico.

2<sup>nd</sup>. R Sanders

## V FINANCIAL NARRATIVE

### For Board Meeting June 17, 2020

The financial reports for this month reflect income and expenses as of May 31, 2020. As of that date we had \$ **182,860.81** on deposit in our TD Bank operating account.

*We had income of \$ 1,101 in May and expenses of \$ 34,275*

The **Merrill** investment accounts had a value of \$ 471,826.89 as of May 29, 2020

There were two payrolls in May (transfers of 29,995, salaries and benefits)

The largest expenditures were for: monthly staff Health Insurance \$1,585; Amazon for DVDs and various supplies. \$814; Tech Spectrum \$618; Utica National, Workers Comp (\$468); KeyBank (credit Card expenses, \$436)

Sewer taxes and rental income at 61 East Main property were not expected at budget time and will also require a budget amendment.

06/15/20

James Mahoney  
Library Director

Rose Memorial Library Association  
Profit & Loss  
May 2020

	<u>May 20</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	12
4015 · Investment Income	1,089
Total Income	<u>1,101</u>
Gross Profit	1,101
Expense	
6001 · Salaries	27,376
6002 · Benefits	2,619
6007 · Office Postage	170
6010 · Repairs and Maintenance	110
6011 · Health Insurance Premiums Paid	1,507
6015 · Telecommunications	112
6017 · Utilities	417
6019 · Dues/Fees	143
6031 · Internet Access	144
6043 · Retirement 403B	0
6051 · Computer Technical Support	618
6053 · Website Hosting Fee	360
6101 · Capital Expenditures	
6100 · Books	177
6150 · AV	817
Total 6101 · Capital Expenditures	995
6200 · Programs	350
6300 · Supplies	215
6819 · Covid 19 Expenses	243
Total Expense	<u>35,376</u>
Net Ordinary Income	(34,275)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	0
Net Income	<u><u>(34,275)</u></u>

Rose Memorial Library Association  
YTD Profit & Loss Budget vs. Actual  
January through May 2020

Ordinary Income/Expense	Jan - May 20	Budget	\$ Over Budget	% of Budget
<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	1,818	9,250	(7,432)	20%
4015 · Investment Income	6,937	20,000	(13,063)	35%
4016 · Gifts and Donations	102	0	102	100%
4018 · Friends - Income	0	200	(200)	0%
4031 · Library Charges	617	4,000	(3,383)	15%
4032 · Other Income	1,015	3,900	(2,885)	26%
4038 · Rental Income - 61 E. Main	4,900	0	4,900	100%
<b>Total Income</b>	<b>310,389</b>	<b>537,750</b>	<b>(227,361)</b>	<b>58%</b>
<b>Gross Profit</b>	<b>310,389</b>	<b>537,750</b>	<b>(227,361)</b>	<b>58%</b>
<b>Expense</b>				
6001 · Salaries	152,286	351,833	(199,547)	43%
6002 · Benefits	15,013	34,809	(19,796)	43%
6007 · Office Postage	935	2,000	(1,065)	47%
6008 · Accounting & Other Prof Fees	5,519	1,350	4,169	409%
6009 · Legal	1,248	6,100	(4,852)	20%
6010 · Repairs and Maintenance	11,271	20,069	(8,798)	56%
6011 · Health Insurance Premiums Paid	7,495	23,342	(15,847)	32%
6015 · Telecommunications	561	3,044	(2,483)	18%
6017 · Utilities	3,401	8,650	(5,249)	39%
6018 · Insurance	1,535	6,174	(4,639)	25%
6019 · Dues/Fees	1,062	1,815	(753)	59%
6028 · Sewer Taxes	1,456	700	756	208%
6031 · Internet Access	717	1,618	(901)	44%
6032 · Ansernet Service Fee	3,578	12,039	(8,461)	30%
6034 · Software Licensing Fees	0	1,760	(1,760)	0%
6035 · Newsletters	1,512	7,375	(5,863)	21%
6036 · Fundraising	538	2,950	(2,412)	18%
6043 · Retirement 403B	0	0	0	0%
6045 · Advertising and Promotion	0	4,300	(4,300)	0%
6046 · Movie Licensing Contract	387	565	(178)	68%
6050 · RCLS Service Fee	0	2,195	(2,195)	0%
6051 · Computer Technical Support	2,588	3,000	(412)	86%
6052 · New Library Website	0	500	(500)	0%
6053 · Website Hosting Fee	420	600	(180)	70%
<b>6101 · Capital Expenditures</b>				
6022 · Fixed Asset & Capital Purchases	413	2,700	(2,287)	15%
6100 · Books	6,723	27,050	(20,327)	25%
6150 · AV	7,209	14,301	(7,092)	50%
<b>Total 6101 · Capital Expenditures</b>	<b>14,345</b>	<b>44,051</b>	<b>(29,706)</b>	<b>33%</b>
6125 · Serials	467	4,234	(3,767)	11%
6200 · Programs	1,600	10,500	(8,900)	15%
6300 · Supplies	5,265	11,275	(6,010)	47%
6819 · Covid 19 Expenses	243	0	243	100%
<b>Total Expense</b>	<b>233,442</b>	<b>566,848</b>	<b>(333,406)</b>	
<b>Net Ordinary Income</b>	<b>76,947</b>	<b>(29,098)</b>	<b>106,045</b>	
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
6800 · Net Payroll	0			
<b>Total Other Expense</b>	<b>0</b>			
<b>Net Other Income</b>	<b>0</b>			
<b>Net Income</b>	<b>76,947</b>	<b>(29,098)</b>	<b>106,045</b>	



Rose Memorial Library Association  
YTD Profit & Loss Budget vs. Actual  
January through May 2020

	<u>Jan - May 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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Cash Balances:

	1-Jan-20	31-May-20
Operating Acct - TD Bank	\$108,931.84	\$182,860.81
Payroll Acct -TD Bank	\$45.32	\$8.74
Savings Acct - TD Bank	\$7,497.25	\$7,498.81
Bank CDs - Future Fund	\$0.00	\$0.00
Bank CDs - Other	\$0.00	\$0.00
Petty Cash	\$97.01	\$84.00
Merrill Lynch Cash Acct	\$2,344.57	\$6,385.86
Merrill Lynch Certificates of Deposit	\$45,000.00	\$60,000.00
Mer	\$258,263.03	\$241,263.03
Merrill Lynch Premiums/Discounts	\$93.56	\$93.56
Merrill Lynch Cash Acct - Future Fund	\$1,604.68	\$2,630.04
Merrill Lynch Municipal Bonds - Future Fund	\$160,669.20	\$160,669.20
Merrill Lynch Premiums/Discounts - Future Fund	\$785.20	\$785.20
	\$585,331.66	\$662,279.25

*forward ML@one a/e*

**Director's Report**  
**Rose Memorial Library**  
**June 11, 2020**  
**For the Board Meeting of Wednesday June 17, 2020**  
**James Mahoney, Director**



The Governor gave us the date-to open - June 9<sup>th</sup> - and so we did. Well, a soft opening anyway, with just a limited number of the staff this week, opening next week with curbside service. Tuesday and Wednesday, we worked steadily at checking in probably 600 items that had accumulated on our book trucks and tables since March 15<sup>th</sup>. We had kept our bookdrop open all this time and senior staff visited about 3-days a week to empty the book drop, so we had quite a stash. I estimate that about 90% were Rose Memorial and the rest belonging other libraries in the RCLS system. By Thursday we had cleared it all off, and that included deliveries each day this week, bringing in more of our materials from all over the system.

Now we are getting deliveries from the RCLS trucks bringing our books that have held at other libraries. , and yesterday Janet started processing about 40-50 new books that were delivered by mail from orders that were placed earlier in the year.

Oscar and Susan already have kept up with the reviews in the library magazines and their orders were sent out today at the push of a button, and they will be on their way to Rose Memorial. Please read their reports (at the end of this report) about what they have been doing in the past weeks. With my encouragement, in the short time available, they have pulled together a modest, but powerful list of virtual material to celebrate the rest of Pride Month, including the inclusion of Black Lives Matter.

Three of our staff have delayed their return to the Library, generally from health issues not directly related to COVID-19. We are managing quite well since we are now running on a limited staff schedule, and limited hours of business. Staff are eager to get back to work, and were pleased to have received full pay in the interim. I have already made out the schedule for the next two weeks (the same) and I am asking staff to review it.



I have received confirmation from the buyer's attorney, that Mr Melita has been notified of the Board's decision. I have also spoken with one realtor who was very enthusiastic. That information has already been forwarded to the trustees.

Three links to several hundred library webinars and instructive virtual presentations were sent to the staff for their consideration in the final stage of balancing in-library work with work-at-home. I am asking everyone to subtract their library work time from their budgeted weekly time and try to fill in the gap with as many webinars as they can. Each week they will be reporting their work time to Gretchen. We have the reverse situation as well, being down three staff, so that some staff will be earning more than the weekly budgeted time, so they will be paid more. The bookkeeper is unflappable, but this creates a headache. In a few weeks, we will be increasing staff time as we gradually bring our hours of operation back to "normal"

Meetings, webinars and consultations:

- May 18<sup>th</sup> Rose Memorial Admin staff zoom meeting 3:30
- May 19<sup>th</sup> Rose Memorial general staff zoom meeting 11:30
- May 20<sup>th</sup> RCLS Director's Association, zoom meeting 11:00  
Rose Memorial Library Board of Trustees 6:30 pm
- May 26<sup>th</sup> Rose Memorial Library general staff meeting 1:30pm
- May 27<sup>th</sup> Westchester Medical – test  
Rose Memorial Library Board of Trustees – May Meeting continued
- May 28<sup>th</sup> RCLS Director's Association zoom meeting 9:30  
Rockland Director's Meeting – Zoom – 1:30pm  
Called Robert Schofield, Esq re: 414, left message  
Called Gretchen Pollack re: work-at-home recording  
Worked on catalog of worked at home webinars
- May 29<sup>th</sup> Consult with Robert Manea – Frontline IT  
Spoke with Supervisor Monaghan re: Library re-opening  
Vanguard Cleaning about re-opening
- May 13<sup>st</sup> Revise staff schedule for June 9th opening  
Research material: Long Range Planning (Amanda) current budget (Griffin)
- June 1<sup>st</sup> Amanda Pagan-Glass re: Long Range Planning  
Retrieve extra booktruck from 61 E Main garage & deliver unsolicited donations
- June 4<sup>th</sup> Rockland Director's zoom meeting 9:30  
Spoke with Patricia Giblin, Commissioner Rockland Co BOElections re:  
Instructions for a Chapter 414 referendum in 2020  
E-mail exchanges with attorney Randall Beach re: sale of 61 E Main
- June 8<sup>th</sup> Rose Memorial Library general Admin staff meeting 1:30: re: Reopening
- June 9<sup>th</sup> Begin soft opening of Library "discharging" returned material with small staff
- June 10<sup>th</sup> RCLS Director's Association, zoom meeting 9:30 am
- June 12<sup>th</sup> Rose Memorial Library general staff meeting 3:00 pm

Hi Jim,

**Youth Services Report  
June 2020  
Susan Babcock, Head of Youth Services**

Here is a short synopsis of the upcoming Summer Reading Program that I have been trying to put together.

Summer Reading has been my prime focus the last few weeks. We will be using an entertainment company called PageTurners to present a 10 week Virtual Summer Reading Program. A separate RML Summer Reading Facebook page was created for patrons to join. 5 days a week for 10 weeks there will be programming posted on the Summer Reading facebook page. The programming will include comedy story theater shows, crafts, recipes, author interviews, guest performers, contests, games, and much more. We will also provide some kind of Bingo Board type reading log that can be picked up when we start curbside or printed out at home. I am also working on some sort of curbside activities pick up (bag of craft materials with instructions for theme related crafts etc). This summer reading will be a lot different without in person programming but I am learning as I go along. I am happy to at least be able to provide encouragement for our patrons virtually.

**Adult Services Report  
June 2020  
Oscar Chrin, Adult Services Librarian**

We have had three adult programs since the last report, a second Zoom Book Club (attended by 2 patrons) and an asynchronous "Intro to Meditation" program by our Chair Yoga instructor Rochelle Spooner. The first session currently has 87 views with an average view duration of 3:36 minutes and 10% of viewers watching the entire 22 minute video. Each of these videos takes about 4-6 hours to produce (not including the audio recording time as done by the presenter). According to an RCLS webinar I attended about digital programming, any view over 1 minute can be counted as "attendance" for a digital program. The second video was posted Monday (6/8) morning and only has four views at the time of writing but I anticipate that will go up as the first did.

Gretchen and I are hosting a third book club event, this time picking an LGBT book for Pride Month ("A People's History of Heaven" by Mathangi Subramanian). I'm also hoping to schedule a Pride Month film discussion of "Moonlight" (2017 Academy Award/Golden Globe winner) which is available to our patrons through the Kanopy platform.

**Library Operations Manager  
June 2020  
Gretchen Pollack**

Our staff has been honing their computer skills during quarantine through online classes reviewing the intricacies of searching for materials, placing holds and navigating both the public



version of our catalog and the library version. One silver lining of this difficult time is that our circulation desk skills have been sharpened and our abilities to assist patrons improved. I attended many RCLS CTUG ( Circulation Technology Services User Group) meetings throughout quarantine. This group, which normally gathers two or three times a year to discuss issues) was meeting bi weekly and then weekly as we navigated this unprecedented event. It was very helpful to be able to discuss the issues and hear how individual libraries were meeting the challenges. I feel RML was “ahead of the game” on two fronts:

1. many libraries were not taking in any returns during the past months and are just now receiving the mountains of materials back from patrons and beginning the quarantine of those items. RML never closed the book drop. The book drop was frequently emptied and materials put to quarantine. This week those disinfected materials are being returned to the collection and are available to patrons.
2. there was considerable effort amongst the libraries put into obtaining the required PPE once the list was made available for reopening. Many items were either unavailable, exorbitantly priced, or came with delivery dates months away. At our CTUG meetings, there was often a frantic exchange of sources as individual libraries tried to find materials. Our Carole worked from the CDC guidelines, Gov. Cuomo’s conferences and Ed Day’s conferences. Materials required for reopening had been ordered months ago and already received. It seemed that whenever an item was added to the discussion, Carole already had it.

With our materials returned to the collection we look forward to beginning our curbside services next week. Staff has been flexible and cooperative; we really have a great team.

**Fwd: 2 items**

6/8/20 2:14 PM

From: Susan Bova &lt;susan.bova@randrealty.com&gt;

To: jmahoney@rcls.org

Hi Jim,

It was great talking with you on the phone and it would be my pleasure to be of service to Rose Memorial Library. I would recommend listing the property at 61 East Main Street for \$399,000. Here is a listing contract for your review. Please let me know if I can be of service and I am available to meet in person. Please feel free to call me anytime.



**Susan Bova**  
**Real Estate Associate Broker**  
**BHG Rand Realty**  
**Gold Award Winner**  
**Certified Home Stager**  
**35+ Years as a Realtor**  
**Cell 845-826-0333**

[Click here to find out what your home value is!](#)

[Check out my reviews on Real Satisfied!](#)

[Click here to sign up for a monthly Neighborhood Newsletter!](#)

----- Forwarded message -----

From: **Susan Bova** <suebova11@hotmail.com>

Date: Mon, Jun 8, 2020 at 1:42 PM

Subject: 2 items

To: Susan Bova <susan.bova@randrealty.com>