

Rose Memorial Library

79 East Main Street, Stony Point, New York 10980

Regular Meeting of the Board of Trustees

On-line meeting with Board and Director

No public can attend due to CoronaVirus-19 restrictions

The meeting is being video recorded and will be available to the public in at least two weeks

Wednesday, May 20, 2020, 6:30 pm

AGENDA

I. Call to Order

II. Adoption of Minutes

Regular Meeting, March 25, 2020*

Regular Meeting April 15, 2020 * ✓

III. Public Comments

IV. Finance

a. Narrative Report (Director)

b. Approval of Disbursements. Month ending April 30, 2020 *

d. Financial Reports for April 2020 *

V. Reports

a. Director's Report, May 20, 2020

b. Board Committees

Marketing & Fundraising -

Facilities & Capital Projects

Finance & Budget -

Policy -

Technology

VI Old Business

a. Discussion on approaching a 414 referendum in 2020

b. Progress of sale of 61 East Main St Property:

c. Signers at the TD Bank and Merrill accounts

VII. New Business

a. Discussion of suggestions by trustees

VIII. Executive Session *

IX Announcements

X. Adjournment*

**=motion required*

*Next Scheduled Meeting June 17, 2020 at 6:30 pm**

ROSE MEMORIAL LIBRARY
79 EAST MAIN STREET
STONY POINT,NY 1098
APRIL MINUTES OF ONLINE MEETING
WITH BOARD AND DIRECTOR

PARTICIPANTS:

James Brooks.	Terrence Marsico
Amanda Pagan-Glass.	Ted Needleman
Rebecca Sanders.	James Mahoney

I-CALL TO ORDER:

6:37pm. J. Brooks

II.ADOPTION OF MINUTES FOR FEBRUARY 18,2020

Motion T. Marsico 2nd

T. Needleman

Passed unanimously

III.NO PUBLIC ATTENDED

IV.FINANCE:

A. Narrative report

B. Approval of Disbursements. Month ending February 29,2020

Motion R. Sanders

2nd T. Marsico

Passed unanimously

C. Approval of Disbursements. Month ending March 31, 2020 Motion to
delay vote until May Meeting

Motion. J. Brooks

2nd R. Sanders

Passed unanimously

D. Financial Reports for February 2020 and March 2020

Motion T. Needleman

2nd R Sanders Passed

unanimously

V. REPORTS:

A. DIRECTOR'S REPORT:

Discussion to provide activities for staff while at home.

O OTHER COMMITTEE REPORTS

VI. OLD BUSINESS:

A Appointment of an Audit Committee.

Discussion to accept the audit report & follow its recommendations . J. Mahoney is almost ready to bring financial policies to the policy committee.

B. Discussion on approaching a 414 referendum in 2020. Motion. There is a vote in place from 2019 to go forward for a 414 referendum in Nov. 2020. We are waiting for information from Albany Election Commission and our lawyer on procedure and timelines.

Motion J. Brooks

2nd A. Pagan-Glass

C. Progress on sale of 61 East Main:

Motion: To set a 30 day time limit to go to contract on the property or we rescind our current offer.

Motion T. Needleman

n J. Brooks

Passed unanimously

D. Review/Adopt 2020 priorities that will be part of the Long Range Plan.

It is too early to discuss or adopt this.

E. Signers at the TD Bank and Merrill accounts.

Unable to do so as the offices of these institutions are closed by state order.

VI]. Discussion on "What is the Library doing to serve the community at this time?"

Discussion on web site suggestions to make more user friendly.

Discussion to look for more activities thru social media.

Discussion to continue to create programs on YOU TUBE channel.

MEETING ADJOURNED @ 8:13 PM

Rose Memorial Library Association

Profit Loss

April 2020

	<u>Apr 20</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	175
4015 · Investment Income	1,264
4016 · Gifts and Donations	49
4031 · Library Charges	(18)
4038 · Rental Income - 61 E. Main	1,225
Total Income	<u>2,695</u>
Gross Profit	2,695
Expense	
6001 · Salaries	27,377
6002 · Benefits	2,414
6007 · Office Postage	215
6009 · Legal	523
6010 · Repairs and Maintenance	1,857
6011 · Health Insurance Premiums Paid	1,507
6015 · Telecommunications	111
6017 · Utilities	641
6019 · Dues/Fees	545
6031 · Internet Access	145
6043 · Retirement 403B	1,500
6051 · Computer Technical Support	570
6053 · Website Hosting Fee	60
6101 · Capital Expenditures	
6100 · Books	1,164
6150 · AV	774
Total 6101 · Capital Expenditures	<u>1,938</u>
6200 · Programs	120
6300 · Supplies	1,559
Total Expense	<u>41,082</u>
Net Ordinary Income	(38,387)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	<u>0</u>
Total Other Expense	<u>0</u>
Net Other Income	<u>0</u>
Net Income	<u><u>(38,387)</u></u>

Rose Memorial Library Association
YTD Profit Loss Budget vs. Actual

Ordinary Income/Expense	January through April 2020		Budget	\$ Over Budget	% of Budget
	Jan - Apr 20	2020			
Income					
4000 · Tax Levy	295,000	200,000	95,000	148%	
4001 · Local Public Funds	0	295,000	(295,000)	0%	
4010 · LLSWA State Aid	0	4,400	(4,400)	0%	
4011 · Grants & Aid	0	1,000	(1,000)	0%	
4014 · Fundraising Income - Appeal	1,806	9,250	(7,444)	20%	
4015 · Investment Income	5,848	20,000	(14,152)	29%	
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%	
Total Income	309,288	537,750	(228,462)	58%	
Gross Profit	309,288	537,750	(228,462)	58%	
Expense					
6001 · Salaries	124,910	351,833	(226,923)	36%	
6002 · Benefits	12,394	34,809	(22,415)	36%	
6007 · Office Postage	765	2,000	(1,235)	38%	
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	11,161	20,069	(8,908)	56%	
6011 · Health Insurance Premiums Paid	5,988	23,342	(17,354)	26%	
6015 · Telecommunications	449	3,044	(2,595)	15%	
6017 · Utilities	2,984	8,650	(5,666)	34%	
6018 · Insurance	1,535	6,174	(4,639)	25%	
6019 · Dues/Fees	919	1,815	(896)	51%	
6028 · Sewer Taxes	1,456	700	756	208%	
6031 · Internet Access	574	1,618	(1,044)	35%	
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	1,970	3,000	(1,030)	66%	
6052 · New Library Website	0	500	(500)	0%	
6053 · Website Hosting Fee	60	600	(540)	10%	
6101 · Capital Expenditures					
6022 · Fixed Asset & Capital Purcha	413	2,700	(2,287)	15%	
6100 · Books	6,546	27,050	(20,504)	24%	
6150 · AV	6,391	14,301	(7,910)	45%	
Total 6101 · Capital Expenditures	13,350	44,051	(30,701)	30%	
6125 · Serials	467	4,234	(3,767)	11%	
6200 · Programs	1,250	10,500	(9,250)	12%	
6300 · Supplies	5,050	11,275	(6,225)	45%	

Rose Memorial Library Association

YTD Profit Loss Budget vs. Actual

	100,864	96,848	(368,784)	35%
Cash Basis Total Expense				
Net Ordinary Income		January through April 2020	(29,098)	
Other Income/Expense				
Other Expense				
6800 - Net Payroll		0		
Total Other Expense		0		
Net Other Income		0		
Net Income		111,224	(29,098)	

Cash Balances:	01-Jan-20	30-Apr-20
Operating Acct - TD Bank	\$108,931.84	\$216,986.75
Payroll Acct -TD Bank	\$45.32	\$28.07
Savings Acct - TD Bank	\$7,497.25	\$7,498.49
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	\$6,385.80
Merrill Lynch Certificates of Deposit	\$45,000.00	\$60,000.00
Merrill I	\$258,263.03	\$241,263.03
Merrill Lynch Premiums/Discounts	\$93.56	\$93.56
Merrill Lynch Cash Acct - Future Fund	\$1,604.68	\$2,630.02
Merrill Lynch Municipal Bonds - Future Fund	\$160,669.20	\$160,669.20
Merrill Lynch Premiums/Discounts - Future Fun	\$785.20	\$785.20
	\$585,331.66	\$696,424.12

Director's Report
Rose Memorial Library
May 20, 2020
James Mahoney, Director



The past month was a repeat of the past two with zoom meetings on many days, and difficulties in focusing on work goals for the rest. Not having all my files and information at hand makes it difficult to accomplish some tasks. All the questions revolving around the library's re-opening are coming together now, except the elusive answer to the question "when"?

Ramapo Catskill Library System established a large committee of directors and supervisors to draft a plan for re-opening our 48 libraries, and there is already some controversy of the results. I have distributed to you the Summary Sheet of the 6 Stages in the re-opening plan. It is still unclear about how much time must be spent in each stage before moving on to the next, but as I understand it, the state wanted to give more time for the virus statistics to improve.

I spent two hours this morning on our weekly Rockland Directors on-line meeting, and at 3pm a message came over the e-mails that a state agency busniessservices.ny.gov had programs libraries as being able to open now along with state restrictive guidelines for retail. I am not going to go any further than this now, but will discuss what additional information I have by this evening.

The one thing I do want to raise now is something I never thought I would be suggesting, but that is that the library needs to furlough its part-time clerical staff once the full-time staff is called in to work at the library. It would be unfair to the full-time staff who already are working much more at home than the part-timers who have virtually nothing to do. I would retain the full-time staff: Oscar Chrin, Susan Babcock, Gretchen Pollack, Ann Ludwig, Sylvia Guitterez and myself. Additional reasons are that we need to be starting with limited staff, according to guidelines, to reduce the number of people in the library. Also I had hoped to capitalize on the presence of the full-time in order to increase skill levels and make changes in the way things work here. One of my recent conclusions this year is that too many staff do not have enough work to do, and thus sit idle. Many others do not have the skill sets for the 21st century library. We are well arranged for a public library in the 1990s, but we need to move forward.

News: We appear to be in the process of being able to offer the children of the North Rockland School District access to their public library materials.

SUMMARY

<p>Stage One PREPARATION</p> <p>(limited staff, No public)</p>	<p>Stage Two PREPARATION (cont'd) APPOINTMENT SERVICES</p> <p>(limited staff, limited public by appointment)</p>	<p>Stage Three SERVICES</p> <p>(staff, public service outside the building)</p>	<p>Stage Four SERVICES & LIMITED PUBLIC</p> <p>(staff, limited public in the building)</p>	<p>Stage Five SERVICES & LIMITED PUBLIC</p> <p>(staff, limited public in the building)</p>	<p>Stage 6 ADAPTED SERVICES</p> <p>(New normal)</p>
<p>No loans/No holds</p> <p>Create a plan for the next stages</p> <p>Check building & IT</p> <p>Order PPE</p> <p>Return all non-owned items to the home library</p> <p>Discharge all non-owned items 7 days before RCLS pickup</p> <p>Sort materials by Delivery Run (extra bins available)</p> <p>Prepare signage/marketing</p>	<p>No loans/No holds</p> <p>Accept returns, place in Quarantine</p> <p>Continue returning items to owning library after Quarantine period</p> <p>Offer essential services by appointment</p> <p>Finalize curbside pickup program</p> <p>Loan technology, if able</p>	<p>Local holds only</p> <p>Curbside or lobby pickup only</p> <p>Continue returning items to owning library after Quarantine period</p> <p>Checkout newly-returned items to nnnQUARANTINE user</p> <p>Essential services by appointment</p> <p>Homebound delivery</p> <p>Loan technology</p> <p>Closed stacks</p> <p>"At risk patrons" open hour</p>	<p>Holds allowed via RCLS Regional Run</p> <p>Open to the public for limited hours</p> <p>Continue returning items to owning library after Quarantine period</p> <p>Checkout newly-returned items to nnnQUARANTINE user</p> <p>Count patrons at the door</p> <p>Offer "at risk" hours</p> <p>Closed stacks</p>	<p>RCLS ILL resumes system-wide, if possible</p> <p>Review of quarantine period</p> <p>Open stacks</p>	<p>RCLS ILL resumes system-wide</p> <p>In-house programs resume</p> <p>Promote positive ways to provide service</p>