

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

Thursday, October 22, 2020

AGENDA

I. Call to Order

II. Adoption of Minutes

Regular Meeting, September 16, 2020 *

III. Public Comments

IV. Finance

a. Narrative Report (Director)

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

d. Financial Reports for September 2020 *

V. Reports

a. **Director's Report**, Sept 13, 2020 – October 22, 2020

b. **Board Committees**

Long Range Plan Committee , Amanda Pagan-Glass
Technology, Ted Needleman

VI Old Business

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

VII. New Business

VIII. Executive Session *

IX Announcements

X. Adjournment*

**=motion required*

10.22.20

ROSE MEMORIAL LIBRARY
79 East Main Street
STONY POINT, NEW YORK
BOARD OF TRUSTEES MINUTES
Regular Meeting September 16, 2020 (Zoom Meeting)

Present: (4/5) James Brooks, Hollis Griffin Jr, Ted Needleman, Amanda Pagan-Glass, (Absent: Rebecca Sanders.) (James Mahoney, Library Director)

The meeting opened at 6:39pm as a Zoom meeting.

Minutes of previous meeting:

Upon motion by Hollis Griffin and 2d by James Brooks the minutes of the August Regular Meeting on August 19th were unanimously approved (4)

Public Comments: None

Finance –Due to a shortage of funds in the TD Bank Operating Account, the Director recommended a transfer of up to \$50,000 from the Merrill cash funds to the TD Bank Operating Account. Motion by James Brooks and 2d by Amanda Pagan-Glass. Unanimously approved (4) [The actual amount transferred was \$35,000, made on September 21, 2020.

Cash Disbursements – The largest expenses in August were highlighted in the narrative report, and the complete list is provided in the disbursement report as of August 31, 2020. Motion to approve made by James Brooks and 2nd by Ted Needleman was unanimously approved (4).

Financial Reports: The Monthly and Year-to-Date Financial Reports were examined and upon motion by James Brooks and 2d by Hollis Griffin, they were unanimously approved (4)

Director's Report.

Jim Mahoney reviewed his monthly report. Our curbside service continues successfully (no public inside – 18 hours per week) The Director recommended that two exterior doors be replaced with proper hardware. One is the main exit facing the parking area, that has rotted away at the base, and the other is a door at the top of the basement stairs, facing Lee Avenue, probably an original fixture, that

is in rough shape, and allows rainwater to seep into the basement in heavy rain conditions, quotes will be sought from local contractors.

Committee Reports:

Long Range Planning: Ms. Pagan-Glass, Chair, reported on the progress of the formulation of the new Long Range Plan

Old Business

Bookkeeping issue. \$48,000 is still found on the Balance Sheet from an entry in 200_ ???. The auditor (Randi Hertzman, of Berard & Assoc.) and the former Treasurer, George Mulligan, will be contacted for more information on this issue and the matter eventually adjusted.

New Business Terry Marsico and Christina Mandara, both recent Library trustees, will be asked to assist us as Friends of the Library, to seek donations on behalf of a new library.

Ted Needleman urged a “sense of the Board” that Jim Mahoney has their best wishes and Godspeed for his upcoming surgery September 21. Unanimously agreed.

The meeting closed at 7:31 pm

Submitted by

James Mahoney

Rose Memorial Library Association
Cash Disbursement Report
As of September 30, 2020

1000 - Operating Account - TD Bank		Date	Num	Name	Memo	Paid Amount
		09/01/2020			Deposit	1,275
		09/02/2020			Deposit	1,150
		09/03/2020			Deposit	24
		09/09/2020	9130	Barbara Freiberg	Funds Transfer from Merrill Lynch	(1,150)
		09/09/2020	9131	Blackstone Audio, Inc.	Art Class - Vase and Flower Drawing 9/26/2020	(200)
		09/09/2020	9132	Boscobel House and Gardens	Audio Books	(61)
		09/09/2020	9133	Brodart - Books	Museum Pass	(150)
		09/09/2020	9134	DEMCO, Inc.	Books	(2,794)
		09/09/2020	9135	EJ Stubenvoll Landscaping LLC	Library Supplies	(109)
		09/09/2020	9136	Johnny Fix II	61 E. Main Street Cleanup from storm done 8/11/20	(400)
		09/09/2020	9137	KeyBank	Final Payment for renovation of Director Office & F	(1,180)
		09/09/2020	9138	Midwest Tape	Covid & Office Supplies, RM Building	(442)
		09/09/2020	9139	Parly-Whats, Inc. db/a Vanguard	Digital Reading Technology	(233)
		09/09/2020	9140	Rockland Carting	Monthly Cleaning & Towels	(1,318)
		09/09/2020	9141	Staples	Garbage & Recycle Pickup	(220)
		09/09/2020	9142	Thomson Gale	Office Supplies	(303)
		09/10/2020			Books	(25)
		09/11/2020			Deposit	128
		09/12/2020	EFT	ADP	PAYROLL PROCESSING FEES -	(71)
		09/15/2020			Funds Transfer Payroll	(13,350)
		09/16/2020	9143	Avaya Financial Services	Deposit	19
		09/16/2020	9144	Oxford Health Plans	Phone Rental	(90)
		09/16/2020	9145	SUEZ Water New York	Health Insurance	(1,759)
		09/16/2020	9146	Tech Spectrum IT Consulting, Inc.	Water Bill	(24)
		09/16/2020	9147	Thomson Gale	Monthly Technical Support Major Update and Full	(1,188)
		09/16/2020	9148	Utica National	Books	(152)
		09/21/2020			Workers Comp Insurance	(238)
		09/23/2020	EFT	Plitney Bowes - reserve acct	Funds Transfer from Merrill Lynch	35,000
		09/23/2020	9149	Amazon.com	Replenish Postage Reserve Account	(125)
		09/23/2020	9150	Midwest Tape	DVD	(879)
		09/23/2020	9151	Shell Ann Printing	Fall Questionnaire Mailing	(27)
		09/23/2020	9152	Ramapo Catskill Library System	Library Supplies	(1,936)
		09/25/2020	EFT	ADP	PAYROLL PROCESSING FEES -	(105)
		09/26/2020			Funds Transfer Payroll	(71)
		09/30/2020	9153	Blackstone Audio, Inc.	Audio Books	(13,510)
		09/30/2020	9154	O & R	Gas & Electric 79 E. Main	(101)
		09/30/2020	9155	OPTIMUM	Gas & Internet	(748)
		09/30/2020	9156	Orange & Rockland	Phone & Internet	(256)
		09/30/2020			Gas & Electric 61 E. Main	(43)
					Interest	13
Total 1000 - Operating Account - TD Bank						(5,649)

12:20 PM

10/14/20

Cash Basis

Rose Memorial Library Association
Profit & Loss
September 2020

	<u>Sep 20</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	100
4015 · Investment Income	1,164
4016 · Gifts and Donations	51
4031 · Library Charges	15
4032 · Other Income	55
4038 · Rental Income - 61 E. Main	1,225
Total Income	<u>2,610</u>
Gross Profit	<u>2,610</u>
Expense	
6001 · Salaries	39,773
6002 · Benefits	3,308
6007 · Office Postage	125
6010 · Repairs and Maintenance	3,351
6011 · Health Insurance Premiums Paid	1,641
6015 · Telecommunications	111
6017 · Utilities	814
6019 · Dues/Fees	83
6031 · Internet Access	145
6043 · Retirement 403B	0
6045 · Advertising and Promotion	1,936
6051 · Computer Technical Support	1,188
6101 · Capital Expenditures	
6100 · Books	3,134
6150 · AV	1,092
Total 6101 · Capital Expenditures	<u>4,226</u>
6200 · Programs	350
6300 · Supplies	544
6819 · Covid 19 Expenses	271
Total Expense	<u>57,866</u>
Net Ordinary Income	(55,256)
Other Income/Expense	
Other Expense	
6800 · Net Payroll	0
Total Other Expense	<u>0</u>
Net Other Income	<u>0</u>
Net Income	<u><u>(55,256)</u></u>

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

	Jan - Sep 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4 - Contributed support	1			
4000 - Tax Levy	0	0	0	0%
4001 - Local Public Funds	285,000	295,000	0	100%
4010 - LLSWA State Aid	0	3,960	(3,960)	0%
4011 - Grants & Aid	0	1,000	(1,000)	0%
4014 - Fundraising Income - Appeal	2,184	7,854	(5,670)	28%
4015 - Investment Income	15,317	15,000	317	102%
4016 - Gifts and Donations	203	0	203	100%
4018 - Friends - Income	0	150	(150)	0%
4031 - Library Charges	749	3,000	(2,251)	25%
4032 - Other Income	1,429	2,925	(1,496)	49%
4038 - Rental Income - 61 E. Main	11,025	0	11,025	100%
Total Income	325,908	328,889	(2,981)	99%
Gross Profit	325,908	328,889	(2,981)	99%
Expense				
6001 - Salaries	273,321	263,875	9,446	104%
6002 - Benefits	25,504	26,107	(603)	98%
6007 - Office Postage	1,435	1,500	(65)	96%
6008 - Accounting & Other Prof Fees	5,519	1,013	4,506	545%
6009 - Legal	2,445	4,575	(2,130)	53%
6010 - Repairs and Maintenance	23,502	14,002	9,500	168%
6011 - Health Insurance Premiums Paid	15,699	17,506	(1,807)	90%
6015 - Telecommunications	1,118	2,283	(1,165)	49%
6017 - Utilities	7,040	6,488	552	109%
6018 - Insurance	4,632	4,631	1	100%
6019 - Dues/Fees	2,181	1,361	820	160%
6028 - Sewer Taxes	1,456	700	756	208%
6031 - Internet Access	1,440	1,214	226	119%
6032 - Ansernet Service Fee	10,398	9,029	1,369	115%
6034 - Software Licensing Fees	0	0	0	0%
6035 - Newsletters	1,512	5,531	(4,019)	27%
6036 - Fundraising	538	550	(12)	98%
6043 - Retirement 403B	0	0	0	0%
6045 - Advertising and Promotion	1,936	3,225	(1,289)	60%
6046 - Movie Licensing Contract	387	565	(178)	68%
6050 - RCLS Service Fee	2,195	2,195	0	100%
6051 - Computer Technical Support	5,343	2,250	3,093	237%
6052 - New Library Website	0	500	(500)	0%
6053 - Website Hosting Fee	420	600	(180)	70%
6101 - Capital Expenditures				
6022 - Fixed Asset & Capital Purchases	413	2,025	(1,612)	20%
6100 - Books	16,163	20,287	(4,124)	80%
6150 - AV	14,830	10,726	4,104	138%
Total 6101 - Capital Expenditures	31,406	33,038	(1,632)	95%
6125 - Serials	2,215	3,176	(961)	70%
6200 - Programs	3,180	8,396	(5,216)	38%
6300 - Supplies	7,238	12,675	(5,437)	57%
6819 - Covid 19 Expenses	4,367	0	4,367	100%
Total Expense	436,427	426,985	9,442	102%
Net Ordinary Income	(110,519)	(98,096)	(12,423)	
Other Income/Expense				
Other Expense				
6800 - Net Payroll	0			
Total Other Expense	0			
Net Other Income	0			
Net Income	(110,519)	(98,096)	(12,423)	

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

Cash Balances:

Operating Acct - TD Bank
Payroll Acct - TD Bank
Savings Acct - TD Bank
Bank CDs - Future Fund
Bank CDs - Other
Petty Cash
Merrill Lynch

Jan - Sep 20	Budget	\$ Over Budget	% of Budget
1/1/2020	9/30/2020		
108,931.84	30,439.72		
45.32	2.08		
7,497.25	7,500.06		
0.00	0.00		
0.00	0.00		
97.01	150.00		
468,760.24	436,720.79		
Total			
585,331.66	474,812.65		

Rose Memorial Library Association
Balance Sheet
 As of September 30, 2020

	<u>Sep 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Operating Account - TD Bank	30,439.72
1005 · Payroll Acct - TD Bank	2.08
1006 · Savings - Special Funds	7,500.06
1040 · Petty Cash	150.00
Total Checking/Savings	<u>38,091.86</u>
Accounts Receivable	
1110 · Accounts Receivable	
1111 · Accrued Interest Income	-7,678.72
1110 · Accounts Receivable - Other	1,089.63
Total 1110 · Accounts Receivable	<u>-6,589.09</u>
Total Accounts Receivable	-6,589.09
Other Current Assets	
1033 · Merrill Lynch Cash Acct	47,963.55
1036 · Merrill Lynch Cash - Future Fund	2,480.13
1201 · Merrill Lynch Investment Acct	
1202 · Municipal Bonds	
1206 · Discount/Premiums Paid	34,245.46
1202 · Municipal Bonds - Other	252,188.37
Total 1202 · Municipal Bonds	<u>286,433.83</u>
1208 · Municipal Bonds - Future Fund	
1209 · Discounts/Premiums-Future Fund	11,445.20
1208 · Municipal Bonds - Future Fund - Other	153,748.00
Total 1208 · Municipal Bonds - Future Fund	<u>165,193.20</u>
1201 · Merrill Lynch Investment Acct - Other	-66,372.77
Total 1201 · Merrill Lynch Investment Acct	<u>385,254.26</u>
1450 · Prepaid expenses	4,036.25
Total Other Current Assets	<u>439,734.19</u>
Total Current Assets	<u>471,236.96</u>
Fixed Assets	
1802 · Land - 61 East Main Street	472,263.00
1803 · Land Improvements-61 E. Main	5,850.00
1804 · Land Improve - 61 E. - Acc Depr	-5,096.00
1808 · Land Improve - 79 E - Acc Depr	-93,243.00
1810 · Buildings	
1811 · Acc Depr - Bldg	-114,933.00
1810 · Buildings - Other	137,574.00
Total 1810 · Buildings	<u>22,641.00</u>
1814 · Bldg Improvements-Sewer	186,556.00
1820 · Furniture & Fixtures	
1821 · Acc Depr -F & F	-11,558.00
1820 · Furniture & Fixtures - Other	18,885.13
Total 1820 · Furniture & Fixtures	<u>7,327.13</u>
1830 · Books/Videos	
1831 · Acc Depr - B/V/S	-182,655.00
1830 · Books/Videos - Other	337,578.58
Total 1830 · Books/Videos	<u>154,923.58</u>

3:03 PM
10/14/20
Cash Basis

Rose Memorial Library Association
Balance Sheet
As of September 30, 2020

	<u>Sep 30, 20</u>
1835 · Equipment	
1836 · Acc Depr - Equipmnt	-16,017.00
1835 · Equipment - Other	17,140.20
Total 1835 · Equipment	<u>1,123.20</u>
1840 · Building-61 East Main Street	
1841 · Acc Depr-Building-61 East Main	-26,535.00
1840 · Building-61 East Main Street - Other	95,150.26
Total 1840 · Building-61 East Main Street	<u>68,615.26</u>
Total Fixed Assets	<u>820,960.17</u>
TOTAL ASSETS	<u>1,292,197.13</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2150 · Accrued expenses - other	17,219.98
2620 · Escrow Payable-61 East Main	2,400.00
Total Other Current Liabilities	<u>19,619.98</u>
Total Current Liabilities	<u>19,619.98</u>
Total Liabilities	<u>19,619.98</u>
Equity	
3010 · Unrestrict (retained earnings)	-296,305.64
3998 · Fund Balance	1,679,401.80
Net Income	-110,519.01
Total Equity	<u>1,272,577.15</u>
TOTAL LIABILITIES & EQUITY	<u>1,292,197.13</u>

stpstaff] FOR YOUR INFORMATION

C

10/20/20 6:40 PM

Trusted Sender

From: Carole Gomez - STP

To: stpstaff

There was an issue last evening with the two bathrooms downstairs. They were both clogged and backing up from a build-up of sanitary baby and/or personal adult wipes despite the posted signs. Today, Super Rooter and ServPro resolved the serious issues and did a remediation/sanitation of the area. Please be aware they are out of service for the rest of the week. They should be available again by Saturday. The main floor bathroom is operational. Thank you.

NOTE: SERVPRO LEFT DRYING EQUIPMENT AND DEHUMIDIFIERS WHICH DRAIN DIRECTLY INTO THE SINKS. DO NOT REMOVE THE HOSES FROM THE SINKS.

Robert Manea <robert@frontlineds.com>
Sent: 10/21/20 11:58 AM
To: "ochrin@rcls.org" <ochrin@rcls.org>
Subject: Re: Update performed in August

Oscar,

I am going to attach a word doc to this email so that it can explain the 2004 update and what it does.

The updates that Microsoft sends out correct issues that have been reported in the past from previous updates. With that being said, we have encountered many issues with feature set 1909 that has caused the systems to become unstable, in different environments, so we wanted to make sure that every machine was at the 2004 level, since it seemed to be stable and fix issues that we have encountered. The download is long, and the install takes time, once it reboots into that new feature set, there are additional updates that need to be installed. Once they are all installed, we then go into the manufacturers website, and install any new driver sets that need to be applied so that the mechanics of the system will work with the new feature set. There typically is a bios update as well. Once we have the machine running at the latest feature sets, we then make sure all other programs, such as office, chrome, adobe, etc, are updated to the latest. After all that is completed, we then run malicious malware tools, anti virus, hitman pro suite, and ccleaner to ensure the machines are cleaned from anything. Each machine take approximately 2-3 hours depending on internet speed, access and machine speed itself. We don't invoice over 2 hours, but it can take longer.

Hope this helps.. there is a lot that goes into updating a machine..

Thanks, Robert Manea

Senior Network Engineer

Rose Memorial Library Statistics

	September 2020	YTD 2020	September 2019	YTD 2019
Circulation:	2032	15196	3778	36337
Inter Library Loan				
- Borrowed	515	3191	699	6347
- Loaned	1104	4793	778	7064
Registered Users	5666	N/A	5551	N/A
Reference Transactions				
- Adult	0	1136	535	4927
- Children's	0	131	76	998
Library Visitors	1399	8056	3041	27388
Public Computer Sessions	47	324	97	1215
Web Analytics				
- Visitors	829	6335	916	7000
- Number of Visits	1482	11447	1622	13564
- Page Visits	2429	20097	2478	20480

Programs: (Breakdown attached)	September 2020		September 2019	
	# of Programs	Attendance	# of Programs	Attendance
- Adult	2	0	16	98
- Young Adult	0	0	2	16
- Children's	2	25	21	245

Circulation Statistics	Rose Memorial Library		September YTD	
	2020	2020	2019	2019
Adult Collection				
Fiction Books	308	2059	443	4164
New Fiction	12	113	21	232
Express Books	222	1361	341	3176
Large Print Books	165	831	177	1733
Non Fiction Books	112	844	199	2047
Total Adult Books	819	5208	1181	11352
CD/Audio	58	459	117	1131
DVD	230	2280	490	5013
Misc.	0	2	2	21
Periodicals	54	374	87	837
TOTAL ADULT CIRC	1161	8323	1877	18354
Juvenile Collection				
Fiction Books	528	4387	1293	11713
Non-Fiction Books	102	713	141	1308
Express Books	0	3	3	11
Total Juv Books	630	5103	1437	13032
CD/Audio	6	27	8	88
DVD	76	822	208	2533
Misc.	0	0	0	0
Periodicals	0	18	4	21
TOTAL Juvenile Circ	712	5970	1657	15674
YA Collection				
Fiction Books	47	268	46	523
Non-Fiction Books	2	29	11	141
Express Books	0	1	1	1
CD/Audio	0	0	0	15
DVD	4	10	11	69
TOTAL YA Circ	53	308	69	749
Graphic Books	93	517	158	1274
Games	13	78	17	286
GRAND TOTAL	2032	15196	3778	36337
All Books	1591	11126	2834	26323
All AV	374	3598	834	8849
Periodicals	54	392	91	858
Games	13	78	17	286
Misc	0	2	2	21
	2032	15196	3778	36337

Date	Children Program's	Attendance
15-Sep	Back to School Make & Take	12
30-Sep	Apple Themed Dot coloring craft	13

Date	Adult Program's	Attendance
26-Sep	Vase and Flower Painting	<i>Rescheduled</i>
30-Sep	Digital Book Club	0

Re: Stepping down

10/17/20 1:58 PM

Trusted Sender

(Contacts)

From:

James Brooks

To:

Rebecca Sanders

Cc:

Amanda Pagan-Glass ;

Ted Needleman

(2 more)

On Sat, Oct 17, 2020 at 8:39 AM Rebecca Sanders <rebecca.sanders@gm.sl.c.edu> wrote:

Dear Jim, James, Amanda, Ted, and Hollis,

I am sorry to be writing this, but I need to let you know that I cannot see my way forward, continuing to work on the library board at this time. Teaching in person while also providing instruction for students working remotely has become the equivalent of two full-time jobs. There is simply not enough time in the day. I know this is a horrible time for me to be saying this, and I apologize, but I am uncomfortable with how little oversight I've been able to provide for the workings of the library recently, in my role as treasurer and board member. It came to a head for me yesterday, when I was informed of yet another work obligation on the evening of our next board meeting, and I realized I just can't sustain this. I will always be supportive of the library, and have enjoyed my time working with all of you, but I must step down.

With deep regret,
Rebecca Sanders