

Rose Memorial Library
79 East Main Street, Stony Point, NY 10980
Regular Meeting of the Board of Trustees
Wednesday, January 19, 2022
AGENDA

I. Call to Order

II. Adoption of Minutes

III. Public Comments

IV. Finance

- a. Narrative Report: December 2021
- b. Approval of Disbursements: December 2021
- c. Financial Reports: December 2021

V. Reports

- a. Director's Report: December 2021
- b. Board Committees
 - i. Marketing & Fundraising
 - ii. Facilities & Capital Projects
 - iii. Finance & Budget
 - iv. Long Range Plan Committee
 - v. Technology

VI. Old Business

- a. Approval of resolution to amend membership requirements in by-laws.*

VII. New Business

- a. Approval of resolution to amend remote attendance rules for Rose Memorial Library Board members.*
- b. Approval of proposed building repairs*
- c. Approval of funding for 2022 Audit*

VIII. Executive Session*

IX. Announcements

X. Adjournment

Next scheduled Board Meeting ~ February 16, 2022

**motion required*

Monthly Meeting of Trustees of Rose Memorial Library Association November, 2021

- **November 19, 2021**, meeting held at Rose Memorial Library.
- **Present:** James Brooks, Bd. President; Amanda Pagan-Glass, Bd. V.P., Ted Needleman, Treasurer, F. Hollis Griffin, Jr., Secretary, Richard Eggers
Director Alice Meachem,

1. **Meeting called to order** at 5:32 P.M. by James Brooks

2. **Approval of Minutes.**

Upon motion of Richard Eggers and with second from Ted Needleman, the minutes of the October regular meeting were approved by all Trustees.

3. **Financial Reports.**

The monthly financial report and supporting information was reviewed.

The monthly Disbursement Journal and Financial Report was considered.

Upon motion of James Brooks and second of Amanda Pagan Glass and with the agreement of all Trustees, the disbursement report was approved.

Upon motion of Ted Needleman and second of Amanda Pagan Glass and with the approval of all Trustees the Financial Report was approved.

4. Report of Director.

- The Library funding proposition was approved by a healthy majority of the voters in the Town. The Director and staff are deeply appreciative of the faith that the community places in the Library and efforts to be good stewards of this investment will be redoubled. The efforts of those who informed the public about the work of the Library were noted and thanks expressed.
- The library budget being prepared will reflect the additional support and attempt to utilize the funds in support of the programs suggested at various community roundtables.
- The UBS paperwork and transfer of funds will be followed.
- Carole Gomez has had a setback in her recovery from a leg injury. Thankfully she has been able to work from home and hopes to return to office by the end of the month.
- Laura Grisar, has left the employ of the Library. Her efforts on behalf of the Library were noted and the thanks of the Trustees for her professional service were extended with our best wishes to her in any new venture. A transition plan is developing to fill this void in our staffing. In the interim the Director has been completing day to day record keeping and payment of staff and expenses.
- RML has connected with GiveLively a company that specializes in assisting NFP groups in their fundraising and has free “tools” in this regard. A new fundraising site for RML has been launched as a result of this connection.
- On the legal and regulatory front a series of new regulations have been adopted in Albany that will affect the Library. Open meeting laws now require twenty-four (24) hours prior public notice and website posting of documents to be voted on by governing bodies. Minutes of meetings are to be posted within two weeks of the meeting. A minimum of two hours continuing education per annum will be required as of January 2023.

- The IA Brewery “funraiser” has been tentatively scheduled for January 21, 2022.

5. Committee Reports.

- The “Books to Broadway” fundraiser is progressing despite Covid 19 concerns and tickets for sale are available.

6. Old Business

- The rebranding effort for the Library continues. The Director has obtained proposals from various professionals. A discussion about the merits of the proposals was had.

Upon motion of Ted Needleman and seconded by Richard Eggers the Trustees agreed to retain the services of Liesel Vink and to expend the sum of Six Thousand and no/100 (\$6,000.00) Dollars to retain the company. All Trustees approved the retention and expenditure.

7. New Business

- A suggestion was made by F. Hollis Griffin, Jr. to expand the Association. To that end it was an Amendment of the By-Laws was proposed and discussed. Given the results of the referendum to increase the Town contribution to the Library and the property tax burdens imposed on non-homestead property owners, it is the sense of the Board that membership should include the owners/operators of businesses within the Town. An amendment will to the By-Laws will be considered at the next meeting.

8. Adjournment

The meeting closed at 6:57 P.M. with consent of all Trustees.

Monthly Meeting of Trustees of Rose Memorial Library Association December, 2021

- **December 15, 2021**, meeting held at Rose Memorial Library.
- **Present:** James Brooks, Bd. President, absence excused; Amanda Pagan-Glass, Bd. V.P., Ted Needleman, Treasurer, F. Hollis Griffin, Jr., Secretary, Richard Eggers
Director Alice Meachem,

1. **Meeting called to order** at 5:35 P.M. by Amanda Pagan-Glass. Absence of James Brooks noted as he suffered injury from fall.

2. **Approval of Minutes.**

Minutes from November meeting are pending.

3. **Financial Reports.**

The monthly financial report and supporting information was reviewed.

The monthly Disbursement Journal and Financial Report was considered.

Upon motion of Ted Needleman and second of F. Hollis Griffin, Jr. and with the agreement of all Trustees, the disbursement report was approved.

Upon motion of Richard Eggers and second of Ted Needleman and with the approval of all Trustees the Financial Report was approved.

4. Report of Director.

- The Library noted with regret the passing of a long time supporter and Association member Theresa Evangelista. Memorial donations from her family friends will be gratefully accepted. A memorial plaque will be installed at a prominent place in the Library.
- Carole Gomez has returned from a medical leave and is familiarizing herself with the bookkeeping procedures and financial reports of the Library with a view towards her taking on this work. Her efforts are deeply appreciated.
- Board committees have been active:

Marketing: The “Books to Broadway” drawing will be held on Friday December 17, 2021 at the Library. In light of continuing health concerns the IAB fundraiser will likely be postponed until Spring.

Finance: The UBS paperwork and transfer of funds continues.

5. Old Business

- The annual budget for the Library was presented by the Director. Salary increases for the staff during 2022 were highlighted along with various technology expenditures that were suggested as appropriate and necessary expenses. A stipend for an existing staff person to accept the responsibilities of the circulation manager position was also added to the proposal. The timely presentation of the proposed budget was noted by Ted Needleman.

A discussion among the Trustees was had and the staff turnover and streamlining of positions and responsibilities was noted with the thanks of the Trustees present.

Upon motion of Ted Needleman and second of Richard Eggers and with the approval of all Trustees present the annual budget was approved.

- The amendment of the Bylaws of the RML to expand the Association membership to include the owner/operators of businesses within the Town was suggested at the November meeting. Additional discussion was had and it was noted that the Town contribution to the Library budget consists of homestead parcels as well as a considerable contribution from non-homestead parcels. In light of the success of the referendum in obtaining an increase in the Town contribution the expansion of membership to include business owners as Association members seems appropriate to all Trustees.

Upon Motion of F. Hollis Griffin, Jr. and with a second from Amanda Pagan Glass, the amendment of the Bylaws to include the owners/operators of businesses in the Town of Stony Point as members of the Association was approved by all Trustees present.

6. New Business

- The amendment of the Bylaws of the Library to provide for remote attendance of Trustees at Board meetings will be considered. In light of continuing concerns about Covid virus and attendance restrictions the sense of the Board was to amend the Bylaws to provide for remote attendance so long as applicable New York State Law allows such attendance and it can be had without significant expense to the Library. A proposed amendment will be disseminated prior to the January board meeting.

7. Adjournment

The meeting closed at 6:48 P.M. with consent of all Trustees.

ROSE MEMORIAL LIBRARY ASSOCIATION
JANUARY 2022 BOARD MEETING
FINANCIAL NARRATIVE

The financial reports for this month, posted on Google Drive, reflect income and expenses as of December 31st 2021. As of that date, RML had on deposit in TD Bank:

- Operating Account: \$436,091.87
- Savings Account: \$ 7,503.44
- Payroll Account: \$ 1,402.03

The Merrill Lynch investment accounts had a value of \$436,287.76 as of December 31, 2021. Monthly change: (\$777.08)

There were two payrolls in the month of December 2021 totaling \$26,345.00.

The largest expenditures include:

Key Bank (children's & adult craft supplies), library supplies	\$478.13
Amazon~Children's Books, (children's & adults, DVDs, Games, Music, Office & Custodial supplies)	\$590.56
O & R (utilities)	\$634.45
Diamond Shine (cleaning service)	\$950.00
Star Press (Winter Newsletter)	\$1,050.00
Baker & Taylor (books, adult/children/YA)	\$1,361.00
HUSH Electrical (Kennedy Room retrofit w/rebate)	\$1,440.00
E.J. Stubenvoll (snow plowing contract)	\$1,700.00
Shell Ann Printing (Annual Appeal mailing)	\$1,750.00
Baker & Taylor (books~adult/children/teen)	\$2,020.70
Oxford Health Insurance (two months)	\$3,746.60

4:41 PM

01/05/22

Cash Basis

Rose Memorial Library Association Cash Disbursement Report As of December 31, 2021

Date	Num	Name	Memo	Paid Amount
1000 - Operating Account - TD Bank				
12/02/2021			Deposit	150
12/02/2021			Deposit	1,954
12/03/2021	EFT	ADP	PAYROLL PROCESSING FEES - 12/04/2021	(72)
12/06/2021			Funds Transfer, payroll ending 12/04/2021	(14,559)
12/07/2021			Deposit	388
12/08/2021			Deposit	299
12/08/2021			Deposit	50
12/09/2021			Deposit	49
12/09/2021			753-0013903-000	(179)
12/09/2021				(1,440)
12/09/2021				(238)
12/09/2021				(1,750)
12/09/2021				(30)
12/09/2021				(215)
12/09/2021				(634)
12/09/2021				(60)
12/09/2021				(1,700)
12/09/2021				(478)
12/09/2021				(71)
12/09/2021				(1,361)
12/10/2021				48
12/15/2021				(100)
12/15/2021				(229)
12/15/2021				(3,747)
12/15/2021				(22)
12/15/2021				(450)
12/15/2021				(80)
12/15/2021				(383)
12/16/2021				54
12/16/2021				205
12/16/2021				740
12/16/2021				53
12/17/2021	EFT	ADP	PAYROLL PROCESSING FEES, P/E 12/04/2021	(127)
12/20/2021				(13,510)
12/20/2021	EFT	Pitney Bowes - reserve acct	Funds Transfer, pay period ending 12/18/2021	(125)
12/21/2021			Replenish Postage Reserve Account	100
12/21/2021			Deposit	90
12/21/2021			Deposit	445
12/21/2021			Deposit	345
12/21/2021			Deposit	450
12/21/2021			Deposit	785
12/21/2021			Deposit	2,275
12/22/2021			Deposit	268
12/23/2021			Deposit	99
12/24/2021			Deposit	107
12/24/2021	EFT	ADP	PAYROLL PROCESSING FEES, P/E 11/30/2021	(7)
12/24/2021	EFT	ADP	PAYROLL PROCESSING FEES, P/E 12/24/2021	(60)
12/29/2021	9561	Rockland Carting	190708, Invoice 1135118	(110)

Rose Memorial Library Association Cash Disbursement Report As of December 31, 2021

Date	Num	Name	Memo	Paid Amount
12/29/2021	9562	OPTIMUM	Phone & Internet, Billing Period 12/23 to 01/22/2022	(257)
12/29/2021	9563	Diamond Shine Cleaning Service	December 2021	(950)
12/29/2021	9564	Whiteman Osterman & Hanna LLP	Professional Services	(135)
12/29/2021	9565	Star Press of Pearl River Inc	Winter Newsletter	(1,050)
12/29/2021	9566	Baker and Taylor	Invoices 12/13, 12/20, 12/20 & 12/23	(2,021)
12/29/2021	9567	Amazon.com	6045 7817 0018 7544	(591)
12/29/2021	9568	Shell Ann Printing	Yard Signs	(85)
12/29/2021	9569	Hush Electrical Contracting	Invoice 21-4510	(270)
12/29/2021	9570	Midwest Tape	Invoice 501353524	(255)
12/29/2021	9571	Midwest Tape	Invoices 11/05, 11/12, 11/24/2021	(112)
12/29/2021	9572	Blackstone Audio, Inc.	Invoices 10/14, 10/25, 11/23, 12/09, 12/17/2021	(347)
12/29/2021			Deposit	18
12/29/2021			Deposit	485
12/29/2021			Deposit	400
12/29/2021			Deposit	110
12/31/2021	EFT	ADP	PAYROLL PROCESSING FEES, P/E 12/18/2021	(72)
Total 1000 · Operating Account - TD Bank				(37,916)
1005 · Payroll Acct - TD Bank				
12/06/2021	EFT	ADP	Funds Transfer, payroll ending 12/04/2021	14,559
12/06/2021	EFT	ADP - taxes	PAYROLL ending 12/04/2021	(10,763)
12/20/2021	EFT	ADP - taxes	Taxes, Payroll ending 12/06/2021	(3,745)
12/20/2021	EFT	ADP	Funds Transfer, pay period ending 12/18/2021	13,510
12/20/2021	EFT	ADP - taxes	PAYROLL ending 12/18/2021	(10,142)
12/20/2021	EFT	ADP	Taxes, Payroll ending 12/18/2021	(3,364)
12/20/2021	EFT	ADP - taxes	PAYROLL ending 12/18/2021	(40)
12/20/2021	EFT	ADP - taxes	Taxes, Payroll ending 12/18/2021	(7)
Total 1005 · Payroll Acct - TD Bank				8
1006 · Savings - Special Funds				
12/31/2021			Interest	0
Total 1006 · Savings - Special Funds				0
1040 · Petty Cash				
Total 1040 · Petty Cash				
TOTAL				(37,908)

Rose Memorial Library Association

01/05/22

Profit & Loss

Cash Basis

December 2021

	<u>Dec 21</u>
Ordinary Income/Expense	
Income	
4014 · Fundraising Income - Appeal	7,801
4015 · Investment Income	1,954
4016 · Gifts and Donations	4
4031 · Library Charges	29
4032 · Other Income	<u>177</u>
Total Income	<u>9,966</u>
Gross Profit	9,966
Expense	
6001 · Salaries	26,345
6002 · Benefits	2,278
6007 · Office Postage	205
6009 · Legal	135
6010 · Repairs and Maintenance	3,272
6011 · Health Insurance Premiums Paid	3,574
6015 · Telecommunications	257
6017 · Utilities	657
6018 · Insurance	221
6019 · Dues/Fees	255
6033 · Printing	85
6035 · Newsletters	1,050
6036 · Fundraising	2,200
6043 · Retirement 403B	(50)
6051 · Computer Technical Support	238
6053 · Website Hosting Fee	30
6101 · Capital Expenditures	6,621
6200 · Programs	101
6300 · Supplies	<u>401</u>
Total Expense	<u>47,874</u>
Net Ordinary Income	(37,908)
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>(37,908)</u></u>

Rose Memorial Library Association YTD Profit & Loss Budget vs. Actual

01/05/22

January through December 2021

Cash Basis

	Jan - Dec 21	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	5,075	4,400	675	115%
4011 · Grants & Aid	0	1,000	(1,000)	0%
4014 · Fundraising Income - Appeal	12,355	9,250	3,105	134%
4015 · Investment Income	14,797	20,000	(5,203)	74%
4016 · Gifts and Donations	242	0	242	100%
4018 · Friends - Income	0	200	(200)	0%
4031 · Library Charges	807	4,000	(3,193)	20%
4032 · Other Income	1,845	3,900	(2,055)	47%
4037 · Exp. Reimbursements-61 E. Main	282,844			
4038 · Rental Income - 61 E. Main	0	0	0	0%
Total Income	<u>812,965</u>	<u>537,750</u>	<u>275,215</u>	<u>151%</u>
Gross Profit	812,965	537,750	275,215	151%
Expense				
4002 · Reconciliation Discrepancies	2			
6001 · Salaries	304,195	351,833	(47,638)	86%
6002 · Benefits	31,191	34,809	(3,618)	90%
6007 · Office Postage	1,668	2,000	(332)	83%
6008 · Accounting & Other Prof Fees	1,800	1,350	450	133%
6009 · Legal	5,645	6,100	(455)	93%
6010 · Repairs and Maintenance	21,080	20,069	1,011	105%
6011 · Health Insurance Premiums Paid	21,290	23,342	(2,052)	91%
6015 · Telecommunications	1,602	3,044	(1,442)	53%
6017 · Utilities	9,303	8,650	653	108%
6018 · Insurance	6,612	6,174	438	107%
6019 · Dues/Fees	1,423	1,815	(392)	78%
6028 · Sewer Taxes	1,490	700	790	213%
6031 · Internet Access	1,738	1,618	120	107%
6032 · Ansernet Service Fee	14,707	12,039	2,668	122%
6033 · Printing	85			
6034 · Software Licensing Fees	0	1,760	(1,760)	0%
6035 · Newsletters	5,642	7,375	(1,733)	76%
6036 · Fundraising	2,200	2,950	(750)	75%
6043 · Retirement 403B	(100)	0	(100)	100%
6045 · Advertising and Promotion	35	4,300	(4,265)	1%
6046 · Movie Licensing Contract	0	565	(565)	0%
6050 · RCLS Service Fee	2,296	2,195	101	105%
6051 · Computer Technical Support	5,700	3,000	2,700	190%
6052 · New Library Website	135	500	(365)	27%
6053 · Website Hosting Fee	590	600	(10)	98%
6101 · Capital Expenditures	46,367	44,051	2,316	105%
6125 · Serials	1,969	4,234	(2,265)	46%
6200 · Programs	5,355	10,500	(5,145)	51%
6300 · Supplies	9,159	11,275	(2,116)	81%
6819 · Covid 19 Expenses	(300)	0	(300)	100%
Total Expense	<u>502,879</u>	<u>566,848</u>	<u>(63,969)</u>	<u>89%</u>
Net Ordinary Income	310,086	(29,098)	339,184	(1,066)%
Other Income/Expense				
Other Expense				
6800 · Net Payroll	40	0	40	100%
Total Other Expense	40	0	40	100%
Net Other Income	(40)	0	(40)	100%
Net Income	<u><u>310,047</u></u>	<u><u>(29,098)</u></u>	<u><u>339,145</u></u>	<u><u>(1,066)%</u></u>

Rose Memorial Library Association
Profit & Loss Prev Year Comparison
January through December 2021

	Jan - Dec 21	Jan - Dec 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Tax Levy	200,000.00	200,000.00	0.00	0.0%
4001 · Local Public Funds	295,000.00	295,000.00	0.00	0.0%
4010 · LLSWA State Aid	5,075.40	3,097.00	1,978.40	63.9%
4014 · Fundraising Income - Appeal	12,354.67	10,395.17	1,959.50	18.9%
4015 · Investment Income	14,796.94	19,467.55	-4,670.61	-24.0%
4016 · Gifts and Donations	241.75	222.95	18.80	8.4%
4031 · Library Charges	807.43	1,163.43	-356.00	-30.6%
4032 · Other Income	1,844.75	1,947.30	-102.55	-5.3%
4037 · Exp. Reimbursements-61 E. Main	282,844.03	0.00	282,844.03	100.0%
4038 · Rental Income - 61 E. Main	0.00	13,475.00	-13,475.00	-100.0%
Total Income	812,964.97	544,768.40	268,196.57	49.2%
Gross Profit	812,964.97	544,768.40	268,196.57	49.2%
Expense				
4002 · Reconciliation Discrepancies	1.90	0.00	1.90	100.0%
6001 · Salaries	304,195.32	341,988.13	-37,792.81	-11.1%
6002 · Benefits	31,191.42	31,668.41	-476.99	-1.5%
6007 · Office Postage	1,667.51	1,598.99	68.52	4.3%
6008 · Accounting & Other Prof Fees	1,800.00	7,469.00	-5,669.00	-75.9%
6009 · Legal	5,645.09	3,732.50	1,912.59	51.2%
6010 · Repairs and Maintenance	21,079.50	32,911.48	-11,831.98	-36.0%
6011 · Health Insurance Premiums Paid	21,290.36	16,460.71	4,829.65	29.3%
6015 · Telecommunications	1,601.65	1,339.71	261.94	19.6%
6017 · Utilities	9,303.40	8,896.28	407.12	4.6%
6018 · Insurance	6,612.24	6,180.35	431.89	7.0%
6019 · Dues/Fees	1,423.40	2,496.32	-1,072.92	-43.0%
6028 · Sewer Taxes	1,490.27	1,455.73	34.54	2.4%
6031 · Internet Access	1,738.20	1,730.80	7.40	0.4%
6032 · Ansernet Service Fee	14,706.56	13,641.38	1,065.18	7.8%
6033 · Printing	85.00	0.00	85.00	100.0%
6035 · Newsletters	5,641.64	1,512.08	4,129.56	273.1%
6036 · Fundraising	2,200.00	2,642.42	-442.42	-16.7%
6043 · Retirement 403B	-100.00	0.00	-100.00	-100.0%
6045 · Advertising and Promotion	35.00	1,936.00	-1,901.00	-98.2%
6046 · Movie Licensing Contract	0.00	387.00	-387.00	-100.0%
6050 · RCLS Service Fee	2,296.16	2,195.23	100.93	4.6%
6051 · Computer Technical Support	5,700.00	6,625.00	-925.00	-14.0%
6052 · New Library Website	134.93	0.00	134.93	100.0%
6053 · Website Hosting Fee	589.70	419.68	170.02	40.5%
6101 · Capital Expenditures	46,367.10	45,450.47	916.63	2.0%
6125 · Serials	1,968.58	3,947.21	-1,978.63	-50.1%
6200 · Programs	5,355.43	4,076.00	1,279.43	31.4%
6300 · Supplies	9,158.52	10,480.53	-1,322.01	-12.6%
6819 · Covid 19 Expenses	-300.29	4,653.72	-4,954.01	-106.5%
Total Expense	502,878.59	555,895.13	-53,016.54	-9.5%
Net Ordinary Income	310,086.38	-11,126.73	321,213.11	2,886.9%

Rose Memorial Library Association
Profit & Loss Prev Year Comparison
January through December 2021

	<u>Jan - Dec 21</u>	<u>Jan - Dec 20</u>	<u>\$ Change</u>	<u>% Change</u>
Other Income/Expense				
Other Expense				
6800 - Net Payroll	39.69	0.00	39.69	100.0%
Total Other Expense	<u>39.69</u>	<u>0.00</u>	<u>39.69</u>	<u>100.0%</u>
Net Other Income	<u>-39.69</u>	<u>0.00</u>	<u>-39.69</u>	<u>-100.0%</u>
Net Income	<u><u>310,046.69</u></u>	<u><u>-11,126.73</u></u>	<u><u>321,173.42</u></u>	<u><u>2,886.5%</u></u>

Rose Memorial Library
January 2022 Board Meeting
Board Report

Alice Meacham, Library Director

- Between holidays, inclement weather, and COVID, staffing and library hours have been all over the place in the last month. I am extremely grateful for our whole staff for stepping up and jumping in when needed! We have such a wonderful team here!
- I have been working with Liesel Vink, our graphic designer, to get the rebranding moving. She will be presenting us with three branding options for feedback the first week of February. I will share them with the board via email. Final deliverables will be available by early March. The words I keep returning to again and again are: classic, cozy, nostalgic and warm.
- We need to decide if we want to get a full audit done this year. It is pricey but could potentially be necessary for some funding/grant options when we move forward with a new building.
- Susan and Carole have now both officially stepped into their new roles. They are both doing an excellent job!

Oscar Chrin, Adult Services

- Registration and attendance for adult programs has been decent lately. Our patrons still show a lot of enthusiasm for art/craft classes and local history lectures. I am currently planning spring programming and am tentatively planning to schedule one or two in-person programs either at an off-site location or outdoors.
- We are gearing up to begin a weed of the adult fiction section, which once again requires a little additional breathing room. We will be saving back books that are in good shape for use in the upcoming Little Free Libraries.

Susan Babcock, Children's Services and Circulation Services

Youth Services

- We have started working on a major weed of AV materials in the Children's room. We are hoping to make more space for Graphic Novels, which are super popular.
- A Train/Lego Table has been added to the room to allow free play. We will also be adding a play kitchen, doll house and some Magna-tiles. Our traffic in the

children's room has been light but hoping these additions will draw some families in.

Circulation Services

- I will be spending my first weeks as Circulation Supervisor observing in order to create a suggested plan to implement procedures that will help circulation run more smoothly with the goal of providing the best service to our patrons.

Carole Gomez, Office Manager & Bookkeeper

- Eight (8) new library cards were issued during the month of December 2021.
- There were two requests for Curbside Pick-up.
- Seven (7) requests for Notary services.
- 436 patrons signed in at the Circulation Desk; however, visitor totals are slightly higher as not everyone is willing to sign in at the desk.
- As of 01/12/2022, Donations for the 2022 Annual Appeal total \$7,823 which includes the 2022 Annual Appeal mailing, memorial donations, and the Winter Newsletter. All monies have been processed, deposited and thank you letters mailed.
- Books to Broadway fundraiser resulted in \$790 income. The raffle tickets and the Broadway tickets were both donated to Rose Memorial Library resulting in no expenses.
- All financial matters for the months of November and December have been researched, reviewed, and reconciled at this time.

Additional Notes:

ROSE MEMORIAL LIBRARY ASSOCIATION
BOARD OF TRUSTEES

RESOLUTION

At a regular meeting of the Board of Trustees of the Rose Memorial Library Association, held on December 15, 2021, upon a motion made by F. Hollis Griffin, Jr., and seconded by Amanda Pagan Glass, and with unanimous consent of the Trustees, except as noted hereinafter, the following resolution was adopted:

WHEREAS, the Trustees have considered amending the By-Laws of the Association at Article III Association Membership Section 1 to allow the owner/operators of businesses within the Town of Stony Point to be members of the Association and

WHEREAS the Trustees have discussed the proposed amendment at a Trustees meeting held on November 15, 2021 at which time it was mentioned and acknowledged that the business owners in the community bear a substantial burden of the Town property taxes, a portion of which are used to fund the operation of the Library, and may not, at present be members of the Association;

NOW, THEREFORE BE IT RESOLVED THAT the Board of Trustees of the Rose Memorial Library Association hereby amend the By-Laws of the Association Article III Section 1 as follows:

Any resident of the Town of Stony Point or the owner/operator of a business concern in the Town who is 18 years of age or older may become a member of the Association.

This question of the adoption of the foregoing resolution was duly put to a vote on November 15, 2021, which resulted as follows:

James Brooks, President	VOTING Absent
Amanda Pagán-Glass, Vice President	VOTING <u>YES</u>
Richard Eggers	VOTING <u>YES</u>
F. Hollis Griffin, Jr.	VOTING <u>YES</u>
Theodore Needleman	VOTING <u>YES</u>

Respectfully submitted on December 15, 2021

F. Hollis Griffin, Jr., Secretary

STATE OF NEW YORK)
)
COUNTY OF ROCKLAND) ss:

I, F. Hollis Griffin, the Secretary of the Rose Memorial Library Association, located in the County of Rockland, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a regular meeting of the Board of Trustees of the Rose Memorial Library Association held on November 15, 2021, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees were present at such special meeting except as noted in the Resolution (ii) said meeting was in all respects duly held, and (iii) pursuant to Section 99 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of a meeting of the Trustees was duly given.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this 15th day of December, 2021.

F. Hollis Griffin, Secretary

ROSE MEMORIAL LIBRARY ASSOCIATION
BOARD OF TRUSTEES

RESOLUTION

At a regular meeting of the Board of Trustees of the Rose Memorial Library Association, held on January 19, 2022 upon a motion made by Ted Needleman, and seconded by James Brooks, and with unanimous consent of the Trustees, except as noted hereinafter, the following resolution was adopted:

WHEREAS, the Trustees have considered amending the By-Laws of the Association at Article IV Board of Trustees Section 8 to provide for remote attendance by Trustees at regular and special meetings of the Trustees under specified conditions and

WHEREAS the Trustees have discussed the proposed amendment at a Trustees meeting held on December 15, 2021 at which time it was generally acknowledged that community health concerns caused by the Covid 19 virus and the wide availability of the technology necessary to allow for remote participation of Trustees at meetings of the Trustees and access to said meetings by the public, warrant the adoption of a policy allowing remote attendance and the amendment of the By-Laws;

NOW, THEREFORE BE IT RESOLVED THAT the Board of Trustees of the Rose Memorial Library Association hereby amend the By-Laws of the Association Article IV Section 8 to include the following:

As the Trustees of the Library are responsible for the governance of the Library and its work, they are expected to actively participate in all meetings of the Trustees. While such attendance should be in person, it is the policy of the Library that any Trustee may attend or participate in an open or closed meeting from a remote location provided that such participation is in compliance with this policy and any other applicable laws.

Any Trustee may attend a meeting from a remote location provided that a quorum of the Board is physically present at the meeting and a majority of that quorum of the Board votes to approve remote attendance.

Not less than twenty-four (24) hours prior to any meeting the Trustee who seeks to attend a meeting remotely should notify the President or Secretary so that necessary communications equipment can be arranged. It is necessary that the means of contemporaneous interactive communication allows the absent member to hear and be heard by their fellow Trustees and the general public in attendance. In the absence of appropriate technical arrangements remote attendance may be denied.

After it is determined that a quorum of the Board is physically present any member present may request that another Trustee be permitted to participate remotely. All members physically present are permitted to vote on whether remote attendance will be allowed.

If remote attendance is approved, the remote member shall participate and may vote on any motion made in the meeting as if physically present. All meeting minutes should reflect whether a Trustee was physically present or by what means they attended.

This question of the adoption of the foregoing resolution was duly put to a vote on January 19, 2022, which resulted as follows:

James Brooks, President	VOTING Absent
Amanda Pagán-Glass, Vice President	VOTING <u>YES</u>
Richard Eggers	VOTING <u>YES</u>
F. Hollis Griffin, Jr.	VOTING <u>YES</u>
Theodore Needleman	VOTING <u>YES</u>

Respectfully submitted on January 19, 2022

Acting Secretary

STATE OF NEW YORK)
)
COUNTY OF ROCKLAND) ss:

I, F. Hollis Griffin, the Secretary of the Rose Memorial Library Association, located in the County of Rockland, New York, DO HEREBY CERTIFY:

That I have compared the annexed copy of the resolution adopted at a regular meeting of the Board of Trustees of the Rose Memorial Library Association held on November 15, 2021, with the original thereof on file at the Library, and that the same is a true and correct copy of the resolution set forth therein and of the whole of said original insofar as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that (i) all members of the Board of Trustees were present at such special meeting except as noted in the Resolution (ii) said meeting was in all respects duly held, and (iii) pursuant to Section 99 of the Public Officers Law (Open Meeting Law), said meeting was open to the general public, and public notice of the time and place of a meeting of the Trustees was duly given.

I FURTHER CERTIFY that, as of the date hereof, the attached resolution is in full force and effect and has not been amended, repealed or rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my signature this 15th day of December, 2021.

F. Hollis Griffin, Secretary



Estimate

Date	Estimate #
1/14/2022	WEB006594

Alice Meacham
79 E. Main St.
Stony Point, NY 10980

Description	Total						
We propose to provide material and labor to secure shutter in front of building, Supply and replace five emergency exit light batteries, Bathroom #1 repair bathroom door closer arm (needs 1/4"x20 bolt in linkage), Bathroom #2 replace wax ring and hold down bolts, if flange needs to be replaced there will be an additional charge.	750.00T						
Proposal is valid for 30 days.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Subtotal</td> <td style="width: 30%; text-align: right;">\$750.00</td> </tr> <tr> <td>Sales Tax (8.375%)</td> <td style="text-align: right;">\$62.81</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$812.81</td> </tr> </table>	Subtotal	\$750.00	Sales Tax (8.375%)	\$62.81	Total	\$812.81
Subtotal	\$750.00						
Sales Tax (8.375%)	\$62.81						
Total	\$812.81						

Deposit of \$1000 or 15% of the contract price whichever is the lesser is due upon acceptance of estimate and before the start of work, 45% of the contract price is due at the start of the work, 30% at the mid-way mark and 10% balance on day of completion. All Work will only be scheduled upon receipt of both deposit and signed proposal. The owner may cancel the contract until midnight of the third business day after the day on which the owner has signed an agreement or offer to purchase relating to such contract. Additional work requests will be billed at \$95 per hour and 100% of the cost of materials purchased will be due at time of purchase. All requests must be authorized in writing. Workmanship is guaranteed for one year from the date of completion.

Acceptance of proposal – The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

All credit card payments are subject to a 3.5% surcharge fee.

In the event that JFI 123 Inc. commences legal collection procedures, including the commencement of litigation to collect any sum due and owing from the customer, the customer agrees that it shall pay all costs, expenses and attorney fees incurred in connection with the collection of any sums due to JFI 123 Inc., as well as interest, late charges and court filing fees. Customer agrees to pay any expenses incurred as a result of unusable customer supplied material.

Authorized Signature: _____

Date: _____

John Pidgeon
President JFI 123 Inc.
Rockland County License #H-09863-A6

(845)244-1776

1/11/22

Alice,

The fee for the audit for 2021 would be \$7,750. If you wanted a review instead of an audit, it would be appropriately \$2,000 less than the audit. Please let me know if there is anything I can assist you with.

Thank you,

Randi Hertzman