

**Mooers Free Library
Board of Trustees Meeting
Tuesday, January 26th, 2015
Mooers Free Library, 2430 Route 11, Mooers, NY 12958**

Agenda

1. Call to Order/Roll Call of Members
2. Pledge of Allegiance
3. Adoption of Agenda
4. Secretary's Report – Adoption of Previous Minutes
5. Correspondence
6. Personnel Actions Report
 - a. Interim Team
7. Treasurer's Report
 - a. Preliminary Budget Report
 - b. Audit
8. Interim Director's Report/Committee Reports
9. Old Business
 - a. Director Search/Posting Review
 - b. Building Progress
 - c. Facebook/Website
10. New Business
 - a. Library Mission
 - b. Bricks Fundraiser
 - c. CD Fundraiser
 - d. Logo for Library
 - e. Friends of the Library Group
 - f. County Tobacco Money
 - g. Circulation Trends
 - h. Programs
11. Period for Public Expression (5 Minute Limit)
12. Dates of Future Meetings
13. Adjournment

**Mooers Free Library
Board of Trustees Meeting
Tuesday, January 26, 2016
Mooers Free Library, 2430 Route 11, Mooers, NY
Minutes**

The meeting was called to order at 5:20 P.M. by President Tim Gonyo. The Pledge of Allegiance was said by all present.

Roll call showed board members present were Tim Gonyo, Patricia Gaudreau, Arthur Menard, Joyce Roberts and Mary Myatt. Interim director Edith Morelock was also present.

Others present were Norma Menard, Don Perras, Koreena VanNortwick and her children.

Adoption of Agenda

There were no additions to the agenda. Mrs. Gaudreau made a motion to adopt the agenda. This was seconded by Mrs. Myatt. Motion carried.

Secretary's report

The minutes of the December 30th meeting were previously e-mailed to the board members so the reading of them was waived. Mr. Menard made a motion to accept the minutes and Mrs. Myatt seconded. Motion carried.

Correspondence

Mr. Menard said that the main things are bills. Chauvin's bill came today. As of Dec. 31st, 2015 the \$19,000 grant from the state is still alive and well and hopefully will be revised to go for general construction costs in the new building. CEFLS is helping us with this.

Personnel Actions Report

We need to have payroll files on the interim team and all personnel that will be paid. Mr. Menard says we now have the correct forms.

Mrs. Morelock stated that the volunteers are absolutely super, dedicated and hard workers. All went to the training session on Tuesday, January 19th except for Gloria LaFountain who was working at the food shelf. Mrs. Morelock has asked Betsy Brooks for another training session.

Edith Morelock and Phil Coupal are paid interim workers. The active volunteers are Art Menard, Gloria LaFountain, Joan Bosley, along with Richard and Jane Hitchcock. The volunteers have a schedule but we will ask them to fill out a time sheet to keep on file.

Treasurer's Report

Everything from Quickbooks balances with the bank statement.

1. Main Operating Account

(This is the primary account where all our daily operating expenses come from)

Balance brought forward :	\$2,559.52	(from Dec. 30 th meeting.)	
Deposits: Electronic CEFLS	\$134.52	Final 10% of last year's Library Service Aid	
Electronic CEFLS	\$200.00	Last summer's mini reading grant	
Total Deposits	\$334.52		
New Balance Total	\$2894.04		
Withdrawals: Electronic Fed. Tax Quarterly Liability			\$602.46
Check # 1967	1/6/16	NYSEG	\$48.05
Check # 1968	1/6/16	CTC	\$27.33
Check # 1969	1/6/16	Adirondack trash Service	\$24.50
Check # 1970	1/6/16	James C Smith & Son	\$137.70
Check # 1971	1/6/16	Gale/Cengage Learning	\$38.50
Check # 1972	1/21/16	Phil Coupal -Jan. 6,12,13, & 14	\$171.00 (19 hours)
Total Withdrawals:	\$1049.54		
Ending Balance	\$1844.50		

2. Special Events Account: \$601.53 Same as last month.

3. Friends of the Library Account: \$666.83 Same as last month.

The deposits from CEFLS were for last year but not received from New York State until January 2016. We hope that we can apply this money to do a summer reading program this. We may or may not get the \$200.00 for this year.

We have asked Gale/Cengage Learning to stop sending books automatically. We will order books as we need them.

Phil Coupal has been paid. The auditor suggested that we use a payroll type check. We would like to pay every 2 weeks. There was discussion on whether we should try another less expensive payroll system or handle it ourselves with Quick book. Mr. Gonyo said that Gusto.com is a nice automated system that does payroll. Edith Morelock will be paid after she checks with Social Security to see how it will affect her benefits.

Also, Mr. Menard would like to pay utilities as they come in so as not to have a backlog.

The Special Events Account is a checking account. This is where the money for the bricks projects is. This account will be used for paying building expenses.

The Friends of the Library is a separate organization that works closely with the Library Board. Friends help with children programs and fund raising.

We received a bill of \$187.50 from Chauvin's for services that included quarterly tax statements and the W2 & W3 forms for Jackie Madison and a bill was received from the Library Store for \$104.35 for plastic book covers and Mr. Menard would like to pay these bills.

There is another charge from Chauvin's that Mr. Menard needs to check up on and get back to us.

Mrs. Roberts made a motion to accept the treasurer's report and pay these bills. Mrs. Gaudreau seconded this motion. Motion carried.

Preliminary Budget

The budget was done for us by CEFLS.

The total anticipated revenue is \$26,805.00

The total anticipated expenses are \$23,108.78.

We expect to come out ahead \$3,696.22

Motion to adopt preliminary budget by Mary Myatt.

Motion seconded by Patricia Gaudreau. Motion carried.

Comments on expenses

The Librarian salary is still up in the air. This would be the cheapest we could possibly go. CEFLS would like us to do it on an hourly basis.

Substitute staff. We will keep a close eye on that. We want to use volunteers as much as possible.

Chauvin's Services. He did say he is willing to back off a bit and is willing to train us.

Automation Contract (CEFLS) This is the cost of the system that allows us to get books from any library in the Clinton Essex Franklin Library System.

Expenses for fuel and electricity include both buildings.

Audit

So far, there is nothing missing.

The auditor wants a file on all paid workers, files for all deposits, invoices and checks. This is a positive step and there was more discussion on whether to use an online program to keep track of this or do it ourselves.

Auditor also wants a budget update at all regular board meetings. (Tim will add that to the agenda template.)

The annual library report is due. This is a tremendous job and will be done by Interim Director Morelock with help from Betsy and Mike at CEFLS. The report first goes to CEFLS in Plattsburgh and then to the state.

Arthur Menard made a motion to pay all future regular bills as received. Motion seconded by Mary Myatt. Motion carried.

Interim Directors Report

Mrs. Morelock thanked all volunteers and especially Mr. Menard for their help. Betsy Brooks trained all on Tuesday, Jan. 19th and will come again next Tuesday. The collection needs to be weeded before we move. Jane Hitchcock and Emily Castine will help with that.

Tom Gowett will clear the walks for us.

Bernie Buddington, a local author, wants to start a Writers Group here on Saturdays.

Cindy Bryan, a Medicaid facilitator, is willing to do a program here. She will bring forms and handouts.

Old Business

Director Search

A three page job description was given to the board. We are asked to look it over and give comments. We will look at it again at the next meeting.

Building progress

Mr. Menard attended the town board meeting. The response was good. He believes that we have a bid for the next step. The town board and library board are working together and going in the same direction.

Facebook is doing well. We have over 300 likes on facebook and good responses.

Mrs. Morelock said she would like to resurrect the book club and is working on this.

Other Old Business

Mr. Gonyo is still in the process of acquiring a copier. More info coming on this at the next meeting.

New Business

Library Mission

We need to find our Mission Statement and move forward. The board was asked to think about this before next meeting.

Bricks Fundraiser.

We want to move forward on this and see about raising money. We can set up payments on line or arrange to mail in or bring to library. There is much to be decided. Where will the bricks go? How will we display them? Will they be in or out of the building? Will bricks be different sizes and colors? How much will we charge?

Mr. Menard would like to see this bricks project include veterans. Perhaps a section of the wall just for veterans.

CD Fundraiser.

Mr. Menard's brother-in-law, John Stansbury, a marine veteran, is a singer and has a C.D. of standard, religious and patriotic songs that he recorded. He donated one hundred to us for a fundraiser. We are asking a \$10.00 donation for this CD.

Logo for Library

We each received a sheet of possible Library Logo's done by Joe Grimshaw. There was a lot of discussion and suggestions. There could be changes made in design or colors. We could ask school children to be involved. Discussion with members of the public present and the board yielded an idea to ask the public and schools for submissions with voting on a final choice on Facebook. Mrs. Gaudreau will speak to some of the district's art teachers.

Friends of the Library. We need to get that organization back on its feet. We need to start to reach out.

Tobacco Settlement Funding

It was suggested that this was something that we could try to get. Mr. Gonyo encouraged our board members to fill this out for next meeting so we can put all the ideas together to form a good presentation Deadline is end of March.

Programs we talked about

Writers Group

Book Club

Talk on Medicaid

Logo Idea

Public Expression

Mrs. VanNortwick asked what happened to \$1200 collected that was from the appeal for the new library from October. It will have to be researched. What are we doing with old books? We are having book sales and weeding books that haven't gone out in five years.

Dates of next meetings

Feb. 24th at 5:15 p.m.

March 30th at 5:15 p.m.

May 25th at 5:15 p.m.

June 22nd at 5:15 p.m.

Adjournment

Motion from Mrs. Gaudreau to adjourn meeting. Seconded by Mrs. Myatt
Meeting adjourned at 7:20 p.m.

Our next meeting will be February 24, 2016 at 5:15 p.m.

Minutes submitted by
Joyce Roberts, Secretary