

Mooers Free Library
Board of Trustees Meeting
Wednesday, February 24th, 2015 – 5:15 PM
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
7. Treasurer's Report
 - a. Budget Update
 - b. Audit
8. Interim Director's Report/Committee Reports
9. Old Business
 - a. Director Search/Posting Review
 - b. Building Progress
 - c. Facebook/Website
 - d. Library Mission
 - e. CD Fundraiser
 - f. Bricks Fundraiser
 - g. Logo Contest
 - e. Friends of the Library Group
 - f. County Tobacco Money
 - g. Programs
 - h. Other Old Business
10. New Business
 - a. New Hours
 - b. Other New Business
11. Period for Public Expression (5 Minute Limit)
12. Dates of Future Meetings
13. Adjournment

Mooers Free Library

Board of Trustees Meeting

Wednesday, February 24, 2016

Mooers Free Library, 2430 Route 11, Mooers, NY

Minutes

The meeting was called to order at 5:15 p.m. by President Tim Gonyo who then led the Pledge of Allegiance.

Board members present were Tim Gonyo, Patricia Gaudreau, Art Menard, and Joyce Roberts. Mary Myatt was excused. Our Interim director Edith Morelock was present. Also present were Norma Menard and Koreena VanNortwick.

Adoption of Agenda

Agenda change under new business included having senior tech computer classes and replacing the library phone. Art Menard motioned to adopt the agenda. Joyce Roberts seconded. Motion carried.

Secretary's report

There were no additions or corrections to the secretary's report. Mrs. Gaudreau made the motion to accept the report seconded by Art Menard. Motion carried.

Correspondence

We received the Libra grant and now have \$1000.00 to spend on children's books. This grant is available every three years. The bills will be covered in the treasurer's report.

Treasurer's report

MAIN OPERATING ACCOUNT

Balance brought forward: \$1,928.47 (note this is \$83.97 more because Art is using the exact check register amount and not the Quick Books reconciliation amount)

Deposits: Bev Sears Donation \$100.00

Sally White Donation \$50.00

Bank Interest \$0.02

Total Deposits \$150.02

New Balance Total: \$2,078.49

Withdrawals: Check # 1973 1/28/16 NYSEG \$41.61

Check # 1974 1/28/16 The Library Store \$104.35

Check # 1975 1/28/16 Chauvin Business Systems \$262.50

Check # 1976 VOIDED

Check # 1977 2/2/16 Champlain Telephone Co. \$28.10

Check # 1978 2/9/26 Edie Morelock (31 hours) \$279.00

Check # 1979 2/16/16 Utica Nat. Ins. Group \$25.00

Check # 1980 2/16/16 James C. Smith (fuel oil) \$187.07

Check # 1981 2/16/16 Phillip Coupal (19 hours) \$171.00

Check # 1982 2/16/16 Edie Morelock (15 hours) \$135.00

Check # 1983 2/18/16 Adirondack Trash Service \$24.50

Total Withdrawals: \$1,258.13

Ending Balance: \$820.36

Special Events Account: unchanged \$601.53

Friends of the Library Account: unchanged \$666.83

Mr. Coupal and Mrs. Morelock are paid through January.

A. Budget Update

Art Menard says that we are within budget.

B. Audit

Mike at CEFLS want to do annual reports first so will do our audit review later. They are just too busy now and Mike will look for an extension. We discussed using an online program that sets up with bank account and does all quarterlies, and payroll. Mr. Menard does not have the time to do it all. We only need to put in payroll hours each week. It is called Gusto.com. Yearly cost is \$492.00 for two people

Art Menard made the motion to get Gusto. com. Joyce Roberts seconded. Motion carried.

Interim Director's Report

Mrs. Morelock had people questioning the offering of free WIFI . People are pulling up and parking in front of the library and there is a concern about this. We could get a password from CTC but no other small libraries have password protection in WIFI. We feel that we want to leave WIFI as it is.

March 16, 2016 at 4 p.m. is the next book club meeting.

On March 9th from 10 to 2 p.m. the Library system will be closed by Horizon. Books can still be checked in or out.

We are still weeding our books. Two volunteers are coming next week to clean out storage area.

Old Business

a. Director Search

Director search posting will be put up with a March 31st deadline to respond. There was a discussion on salary, sick days and other possible issues.

b. Building Progress

Art Menard says that the town wants to get started. Electrical work to be done first. Mrs. Morelock would like to be sure that we have enough outlets and we think this will be under code.

c. Facebook/Website

We have 321 likes on facebook. Tim explained the website problem and how it was resolved and spoke directly to Mrs. VanNortwick regarding it.

d. Library Mission

We have a mission statement in our files.

e. CD Fundraiser

We have raised \$50.00. If anyone wants this CD they need to ask for it. Art will contact other American Legion organizations on this.

f. Bricks Fundraiser

The following people – Ann and Ron Hobson, Bev and Don Sears, Edie and Jeff Morelock and Patricia Gaudreau have expressed interest in buying bricks. The bricks range in sizes and prices and we will need to create an order sheet which should be set up by the end of March and be finalized after the next meeting. We will also need to determine whether the bricks will be in the interior or exterior of the building. We should send out postcards on the Brick Project to all surrounding area zip codes.

g. Logo Contest

Mrs. Gaudreau talked to Annette St. Pierre about this and she is willing to help. Mr. Gonyo spent time in the Mooers school and they really want to work with us on everything regarding the new library and also on the Logo contest. We would like to run the Logo contest through June.

e. Friends of the Library Group

No progress to report on this.

f. County Tobacco Money

We should all fill out the Tobacco Settlement Funding Proposal Form and send it to Tim with our ideas. Tim will finalize it and send it in for April 1st consideration.

h. Programs

Mrs. Morelock has rescheduled the medicaid forum for March 9th. The presenter will bring forms.

A lady is willing to come a couple of times during the month of March and help people with income taxes.

Mrs. Morelock will inquire about the computer classes.

There is a teen video contest for the summer reading program.

New Business

a. New Hours

We will have new hours beginning on March 1, 2016. Tuesday 10 to 5, Wednesday 10 to 6,

Thursday 12 noon to 7, and Saturday 9 to 12 noon. These will be posted on the website, facebook and possibly on the fire station site. We may re-visit for different summer hours.

Mrs. Gaudreau made a motion to start the new hours on March 1, 2016. Art Menard seconded. Motion carried.

Telephone replacement. Mrs. Morelock will check for a new phone.

Public Expression

Mrs. Van Nortwick felt that our CD fundraiser would lead to problems because of the religious and patriotic songs. Also, she was upset that she received a call for information requested for the federal government forms when she worked at the library.

Dates of next meetings will be March 30th at 5:15 p.m., May 25th at 5:15 p.m., and June 22nd at 5:15 p.m.

Adjournment

Motion to adjourn by Joyce Roberts. Seconded by Patricia Gaudreau

Meeting adjourned at 7:07 p.m.

Our next meeting will be March 30th at 5:15 p.m.

Minutes by

Joyce Roberts, Secretary