

**Mooers Free Library
Board of Trustees Meeting
Wednesday, July 6, 2017 – 5:15 PM
Mooers Free Library, 2430 Route 11, Mooers, NY 12958**

Agenda

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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
8. Director's Report/Committee Reports
9. Old Business
 - a. New Building Updates
 - a. Town Loan/Building Sale
 - b. Bricks Fundraiser
 - c. Friends of the Library Group
 - e. 100th Anniversary Commemoration
 - f. Other Old Business
10. New Business
 - a. Programs – Community Ideas
 - b. Evaluation Course – Joyce
 - c. 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
Thursday July 6, 2017**

Minutes

The meeting was called to order by President Tim Gonyo at 5:15 p.m. Board members present were Art Menard, Patricia Gaudreau, Joyce Roberts and Jennifer McIntyre. Mary Myatt was absent. Library Director Tracey Ducharme was also present along with Edith Morelock and Alyssa Neverett. The pledge of allegiance was said.

Adoption of Agenda

Art Menard made a motion to adopt the agenda and Jennifer McIntyre seconded. Motion passed.

Secretary's Report

Jennifer McIntyre made a motion to adopt the minutes of the previous meeting. Patricia Gaudreau seconded. Motion passed.

Correspondence

Art stated that he used the Wild Center pass (available to library patrons) to visit the Wild Center in Tupper Lake and they really enjoyed it. Adirondack Experience has a similar program that we may be able to offer next year.

Art also stopped in at Labarge Agency and received a \$500.00 brick donation. Ms. LaBarge also spoke to Art about a couple of insurance needs. There is a rider (an endorsement) called an improvement betterment that we could add to our policy for \$31.00 a year. That would cover the replacement value of the \$75,000 that we have invested (from grants) for the new library. Art made a motion to get this endorsement and this was seconded by Joyce. Motion passed.

The other endorsement issue was for cyber liability that is available to us. Since we do not use credit cards this is not an issue for us. Tim said that we should defer to CEFLS to see if this cyber liability is needed.

Personnel Actions Report-None

Treasurer's Report

See attached.

Art reviewed the report with the board. As of June 30th, we are half way through the year so are looking for 50% and financially we are right where we belong.

Directors Report

We received a letter from Betty Little telling us that our library will get a grant of \$1,000. A prospective buyer came in with his wife to look at the library and wants to bid on it as soon as bids open again. He wants to use it as an office.

Tracey still has computer issues and really needs another computer that works well on the internet and works with the printer. We believe that CEFLS is still holding \$5,000 in a

technology grant for the technology area in the new library, so perhaps we might be able to use some of this for a new computer. Tracey will check with Mike Spofford on this. Tracey turned in an application to CEFLS for a grant that will be available next year. It appears to be a complex grant but we hope to qualify for it.

Old Business

a. New Building Updates

The town attorney does not recommend that the town loan us funds so that is not an option. If the old building sells we may have enough money to move ahead sooner. We now have enough funds to put in the pump and start painting the new building. The colors for the paint have been chosen and we hope to get paint donations. Discussion included the cost of the LED lighting and when it will be put out to bid and getting the square footage of the floor and samples of type and color for flooring.

b. Bricks Fundraiser

We are continuing to work on the Bricks Fundraiser. Please note that all donations are welcome.

c. Friends of the Library Group-No report

e. 100th anniversary commemoration-will do at next meeting.

New Business

a. Programs-Community ideas

President Tim asked Alyssa Neverett to speak and give her suggestions for library programs. We already do many of the programs she mentioned and Alyssa hopes to spread the word and be a “community outreach” person to others in our area that may not be aware of all that is offered. Thank you, Alyssa.

b. Evaluation Course

Joyce spoke briefly on this course that she attended and gave a copy of the literature that she received to all the board members. She concluded that our board works together very well, understands our priorities and she encouraged more communication.

Dates of Future Meetings

Tuesday August 8th at 5:15

Tuesday September 5th at 5:15

Motion to Adjourn made by Patty Gaudreau, seconded by Jennifer McIntyre.

Meeting adjourned at 7:10 p.m.

Minutes by Joyce Roberts

**Moers Free Library
Financial Statements
July 6, 2017**

Public support & Rev.	2016 Actual	2017 Budget	2017 June	2017 Year to Date	50%
1. Town of Mooers		\$ 13,000		15,000.00	115%
2. NCCS		\$ 10,000		-	0%
3. Gifts and Donations		\$ 1,000		157.00	16%
4. Local Library Service		\$ 1,350			0%
5. Copier Usage		\$ 150			0%
6. Library Charges		\$ 50			0%
7. Sale of Books		\$ 250			0%
8. Fundraisers		\$ 1,000			0%
9. Bank Interest		\$ 5	\$ 0.07	0.45	9%
10. Total Revenue		\$ 26,805	\$ 0.07	15,157.45	57%

Expenses	2016 Actual	2017 Budget	2017 June/July	2017 Year to Date	50%
11. Librarian's Salary		\$ 13,650.00	\$ 1,824.42	\$ 5,944.20	44%
12. Payroll Taxes (FICA, etc)		\$ 2,400.00	\$ 725.21	\$ 2,113.25	88%
13. Substitute Staff		\$ 500.00		\$ 336.00	67%
14 Accounting Fees		\$ 540.00	\$ 90.00	\$ 315.00	58%
15. Book Purchases		\$ 1,200.00		\$ 135.71	11%
16. Automation Contract		\$ 700.00		\$ 733.71	105%
17. ICICILL-ICEPEC License		\$ 100.00		\$ 120.00	120%
18 Movie Licensing		\$ 200.00			0%
19. Postage		\$ 150.00	\$ 9.80	\$ 165.00	110%
20 Serial Purchases		\$ 300.00			0%
21. Equipment/Computers		\$ 250.00		\$ 89.24	36%
22. Fuel		\$ 2,000.00	\$ 96.48	\$ 2,171.75	109%
23. Electricity		\$ 1,000.00	\$ 32.91	\$ 274.35	27%
24 Building Repairs		\$ 250.00		\$ 184.00	74%
25. Program Supplies, Misc.		\$ 1,000.00	\$ 112.21	\$ 633.03	63%
26. Telephone/Internet/Web		\$ 600.00	\$ 28.93	\$ 438.26	73%
27. POB Rental		\$ 130.00		\$ 116.00	89%
28 Insurance (D&O)				\$ 1,102.08	#DIV/0!
29, Trash Removal		\$ 350.00	\$ 52.00	\$ 182.00	52%
30. Funds set aside for Reserve		\$ 1,485.00			0%
31.Total Expenses		26,805	\$ 2,971.96	\$ 15,053.58	56%
32. Excess or Deficit		\$ -	\$ (2,971.89)	\$ 103.87	

Checkbk Balance as of 7/6/17	\$ 6,083.82
Balance, Construction Acct.	\$ 3,247.73
Friends of the Library acct.	\$ 667.83
Total	9,999.38