

**Mooers Free Library  
Board of Trustees Annual Meeting  
Tuesday, July 10, 2018 – 5:15 PM  
Mooers Free Library, 25 School Street, 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. Solar Farms
  - b. Bricks Fundraiser Update
  - c. Brick Production
  - d. Friends of the Library Group
  - e. Community Room
  - f. After School Program
  - g. Grand Opening Discussion
  - e. Other Old Business
10. New Business
  - a. Volunteer Recruiting
  - 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  
Tuesday, July 10, 2018**

The meeting was called to order at 6:00 p.m., followed by the pledge of allegiance. Those present were Tim Gonyo, Patricia Gaudreau, Art Menard, Joyce Roberts, Mary Myatt, Irving Breyette and Olivia Gillett. Jennifer McIntyre was absent.

**Adoption of the Agenda**

Irving Breyette made a motion to adopt the agenda and this was seconded by Art Menard. Motion passed.

**Secretary's Report**

A motion was made by Patricia Gaudreau to accept the minutes of the previous meeting and was seconded by Mary Myatt. Motion passed.

**Correspondence**

There was no correspondence.

**Treasurer's Report**

Our financial statement was reviewed and we are where we should be at this time of the year. We are still waiting to hear about the grant from the state but expect that it will be later due to delays in grant applications in other areas of the state. Financial report attached.

**Director's Report**

The daily use counts continue to increase and patrons are renewing or getting new library cards.

Volunteer-led story time continues. LLL meetings on a monthly basis.

The automatic door now works properly and the rubber weather stripping along bottoms of doors were installed.

The library is staying comfortable even during the heat wave.

Olivia's complete report is attached along with info on library fines/charges.

**Old Business**

- a. Solar Farm-We do have a code for those that wish to sign up with the Solar farm plan.
- b. Brick Fundraiser update-None
- c. Brick Production-Director Gillett is organizing brick donations for production.
- d. Friends of the Library Group-There will be an organizational meeting on July 17, at 7 p.m. at the Library.
- e. Community Room-Community Room rules and rental forms are available. A motion to accept and adopt the community room rules was made by Joyce Roberts and seconded by Irving Breyette. Motion passed.
- f. After School Program-Director Gillett will look into this further.
- g. Grand Opening Discussion-We are hoping that the Friends of the Library Group will

join us with plans for the Grand Opening.

A motion was made by Mary Myatt to get a stone with a plaque for the Evans for the donation of the land and this was seconded by Patricia Gaudreau. Motion passed.

A motion was made by Art Menard to get a plaque with Vogan Memorial Building on it. This was seconded by Irving Breyette. Motion passed.

**New Business** -None

**Future Meetings**

Thursday-August 16<sup>th</sup>

Tuesday-September 11<sup>th</sup>

Motion to adjourn the meeting by Art Menard, seconded by Irving Breyette. Motion passed. Meeting adjourned at 6:50 p.m.

Minutes by Joyce Roberts

**Mooers Free Library  
Financial Statements  
July 10, 2018**

<b>Public support &amp; Rev.</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>Since Last Mtg</b>	<b>2018 Year to Date</b>	<b>25%</b>
1. Town of Mooers	\$ 15,000.00	\$ 15,000		15,000.00	100%
2. NCCS	\$ 10,000.00	\$ 10,000		-	0%
3. Gifts and Donations	\$ 1,157.00	\$ 1,000		100.00	10%
4. Local Library Service	\$ 1,604.17	\$ 1,625			0%
5. Copier Usage	\$ 21.65	\$ 100			0%
6. Library Charges	\$ 11.00	\$ 50			0%
7. Sale of Books	\$ -	\$ 250			0%
8. Fundraisers	\$ -	\$ 1,000			0%
8a. Other Income, Reimbursement			\$ 99.71	994.87	
9. Bank Interest	\$ 0.70	\$ 10	\$ 0.09	0.55	6%
<b>10. Total Revenue</b>	<b>\$ 27,794.52</b>	<b>\$ 29,035</b>	<b>\$ 99.80</b>	<b>16,095.42</b>	<b>55%</b>

<b>Expenses</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>Since Last Mtg</b>	<b>2018 Year to Date</b>	<b>25%</b>
11. Librarian's Salary	\$ 12,463.14	\$ 14,700.00	\$ 1,001.45	\$ 7,340.57	50%
12. Payroll Taxes (FICA, etc)	\$ 4,410.84	\$ 3,000.00	\$ 196.80	\$ 2,142.04	71%
13. Substitute Staff	\$ 376.00	\$ 500.00			0%
14 Accounting Fees	\$ 552.00	\$ 610.00	\$ 45.00	\$ 339.00	56%
15. Book Purchases	\$ 678.96	\$ 1,000.00		\$ 61.29	6%
16. Automation Contract	\$ 733.71	\$ 750.00		\$ 770.40	103%
17. ICICILL-ICEPEC License	\$ 120.00	\$ 120.00		\$ 140.00	117%
18 Movie Licensing					
19. Postage	\$ 183.24	\$ 150.00		\$ 19.60	13%
20 Serial Purchases					
21. Equipment/Computers	\$ 89.24		\$ 177.81	\$ 177.81	
22. Fuel	\$ 2,171.75	\$ 2,000.00		\$ 979.83	49%
23. Electricity	\$ 630.13	\$ 1,000.00	\$ 152.82	\$ 497.40	50%
24 Building Repairs	\$ 184.00				
25. Program Supplies, Misc.	\$ 1,056.74	\$ 1,000.00	\$ 13.22	\$ 52.04	5%
26. Telephone/Internet/Web	\$ 1,079.44	\$ 500.00	\$ 29.94	\$ 202.07	40%
27. POB Rental	\$ 116.00	\$ 130.00		\$ 116.00	89%
28, Insurance D&O/WorkComp	\$ 1,552.46	\$ 1,600.00		\$ 1,424.15	89%
29, Trash Removal	\$ 312.00	\$ 320.00	\$ 26.00	\$ 182.00	57%
30. Funds set aside for Reserve	\$ 1,084.87	\$ 1,655.00			0%
<b>31. Total Expenses</b>	<b>\$ 27,794.52</b>	<b>29,035</b>	<b>\$ 1,643.04</b>	<b>\$ 14,444.20</b>	<b>50%</b>
<b>32. Excess or Deficit</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,543.24)</b>	<b>\$ 1,651.22</b>	

Checkbook Balance as of 7/10/18	\$ 8,645.39
Balance, Construction Acct.	\$ 2,993.83
Friends of the Library acct.	\$ 668.83
<b>Total</b>	<b>12,308.05</b>

## Mooers Free Library Community Use Policy

The community room is available for rental to the public on a first come-first served basis. It has a maximum occupancy of 49 people. The upfront cost will be a total sum of the \$25 rental fee plus a \$25 deposit. The deposit will be refunded once inspection of the premises has been conducted by library staff and condition is confirmed as in as good shape or better than prior to the rental. If damages/losses are found, we have the right to bill beyond the deposit amount to return the premises to its former condition. The Library is at liberty to decide what the costs are of returning the premises to its condition prior to rental.

1. Serving alcohol is prohibited on the premises.
2. Smoking is prohibited on the premises.
3. Library operations must be able to continue as usual during rentals
4. Whatever items of personal property that are brought on to the premises must be removed by the owners of such at the end of the rental period.
5. The applicant's group assumes responsibility and/or liability for accidents or injury of its members during the rental period.
6. The Library retains the right to access to the community room during rentals, if need be.
7. The library reserves the right to deny an application for use of the community room if deemed necessary.
8. Exceptions and revisions to this policy must be brought before the library board of trustees for their consideration.

Feel free to contact us with any questions you may have regarding our policy and/or matters not explicitly covered in the above guidelines.



Application for use of Community room

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  Home  Cell

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Date of use requested: \_\_\_\_\_

Start and end times of your event: \_\_\_\_\_

Approximate size of your group: \_\_\_\_\_

I have read a copy of the community room use policy and agree to abide by the guidelines laid out therein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_