

**Mooers Free Library  
Board of Trustees Meeting  
Wednesday, August 8, 2017 – 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
8. Director's Report/Committee Reports
9. Old Business
  - a. New Building Updates
    - a. Building Sale
    - b. Painting/Next Steps
    - c. Grant/Ewa & Julie Visit
  - b. Bricks Fundraiser
  - c. Friends of the Library Group
  - e. 100<sup>th</sup> Anniversary Commemoration
  - f. Other Old Business
10. New Business
  - a. Wi-Fi
  - b. Course on Fund Raising - SF
  - c. Other New Business
11. Period for Public Expression (5 Minute Limit)
12. Dates of Future Meetings
13. Adjournment

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**Mooers Free Library  
Board of Trustees Meeting  
Wednesday, August 8, 2017**

**Minutes**

The meeting was called to order by President Tim Gonyo with the Pledge of Allegiance at 5:17 p.m. Board members present included Art Menard, Patricia Gaudreau, Joyce Roberts, and Mary Myatt. Jennifer McIntyre was absent. Director Tracey Ducharme was also present.

**Adoption of Agenda**

Joyce Roberts made a motion to adopt the agenda and Art Menard seconded. Motion passed.

**Secretary's Report**

Mary Myatt made the motion to adopt the minutes of the previous meeting. Patricia Gaudreau seconded. Motion passed.

**Correspondence**

A letter was received from the NYS Department of Labor stating that we overpaid on workman comp and we have about a \$400.00 credit.

**Personnel Actions Report**-none

**Treasurer's Report**

See attached.

Once again Art reviewed the report with the board members.

**Directors Report**

The computer problem has been fixed.

The \$5,000 tech grant cannot be given to us until we move into the new building.

We now have a pass for ECHO. It lowers the cost and is good for four people.

After we move into the new building Director Ducharme hopes to offer homework assistance after school for 2 days a week. Others may be willing to offer tutor assistance and permission slips will be needed from parents. Tables will be needed to set up for this assistance. More on this later.

## **Old Business**

- a. New Building updates
  - a. No bids on old building yet.

- b. Painting/Next Steps

Gerald LaValley and Patty Gaudreau painted the library and entryway and it looks wonderful. The community room will be painted next.

We could put in some grass seed on some of the lawn now.

The lighting should be done and we need to have a contractor do that.

The floor measurements of the library have been taken and we will get an update on this next month.

- c. Grant

Ewa and Julie from CEFLS visited our new building and will work with us for a grant. The more funds we have in the construction account the more we can request for in the grant. Twenty five percent of what we request must be on hand to match.

- b. Bricks Fundraiser

Fundraising efforts continue.

- c. Friends of the Library Group-no report

## **New Business**

- A. Wi-Fi

CEFLS says we need to limit Wi-Fi usage to library patrons, have a written policy and a password. This is being done and library patrons will be notified.

- B. Stephen Fredrick has offered a fundraising course to the board and this will be set up.

## **Dates of Future Meetings**

September 5<sup>th</sup> at 5:15 p.m.

October 10<sup>th</sup> at 5:15 p.m.

Motion to adjourn made by Patty Gaudreau, seconded by Mary Myatt.

Meeting adjourned at 6:56 p.m.

Minutes by Joyce Roberts

**Moers Free Library  
Financial Statements  
August 8, 2017**

<b>Public support &amp; Rev.</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 July</b>	<b>2017 Year to Date</b>	<b>58%</b>
1. Town of Moers		\$ 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	\$ 0.06	0.51	10%
<b>10. Total Revenue</b>		<b>\$ 26,805</b>	<b>\$ 0.06</b>	<b>15,157.51</b>	<b>57%</b>

<b>Expenses</b>	<b>2016 Actual</b>	<b>2017 Budget</b>	<b>2017 July/Aug</b>	<b>2017 Year to Date</b>	<b>58%</b>
11. Librarian's Salary		\$ 13,650.00	\$ 912.22	\$ 6,856.42	50%
12. Payroll Taxes (FICA, etc)		\$ 2,400.00	\$ 356.35	\$ 2,469.60	103%
13. Substitute Staff		\$ 500.00		\$ 336.00	67%
14 Accounting Fees		\$ 540.00	\$ 45.00	\$ 360.00	67%
15. Book Purchases		\$ 1,200.00	\$ 64.85	\$ 200.56	17%
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	\$ 4.83	\$ 169.83	113%
20 Serial Purchases		\$ 300.00			0%
21. Equipment/Computers		\$ 250.00	\$ 38.00	\$ 89.24	36%
22. Fuel		\$ 2,000.00	\$ -	\$ 2,171.75	109%
23. Electricity		\$ 1,000.00	\$ 84.58	\$ 358.93	36%
24 Building Repairs		\$ 250.00		\$ 184.00	74%
25. Program Supplies, Misc.		\$ 1,000.00	\$ 87.88	\$ 686.94	69%
26. Telephone/Internet/Web		\$ 600.00	\$ 57.07	\$ 495.33	83%
27. POB Rental		\$ 130.00		\$ 116.00	89%
28 Insurance (D&O)				\$ 1,102.08	#DIV/0!
29. Trash Removal		\$ 350.00	\$ 26.00	\$ 208.00	59%
30. Funds set aside for Reserve		\$ 1,485.00			0%
<b>31.Total Expenses</b>		<b>26,805</b>	<b>\$ 1,676.78</b>	<b>\$ 16,658.39</b>	<b>62%</b>
<b>32. Excess or Deficit</b>		<b>\$ -</b>	<b>\$ (1,676.72)</b>	<b>\$ (1,500.88)</b>	

Checkbk Balance as of 7/6/17	\$ 4,440.67
Balance, Construction Acct.	\$ 3,847.73
Friends of the Library acct.	\$ 667.83
<b>Total</b>	<b>8,956.23</b>