

**Mooers Free Library  
Board of Trustees Annual Meeting  
Tuesday, August 16, 2018 – 5:15 PM  
Mooers Free Library, 25 School Street, 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. Bricks Fundraiser Update
  - b. Brick Production Update
  - c. Friends of the Library Group
  - d. After School Program
  - e. Grand Opening Discussion/Vogan Contact
  - f. Volunteer Recruiting
  - e. Other Old Business
10. New Business
  - a. Minutes/Agendas Print/Website Processing – Possible Software needs
  - b. 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  
Thursday, August 16, 2018**

**Minutes**

The meeting was called to order at 5:17 p.m. The pledge of allegiance was said. Present were Tim Gonyo, Patricia Gaudreau, Art Menard, Joyce Roberts, Mary Myatt and Library Director Olivia Gillett. Jennifer McIntyre was absent.

**Adoption of the Agenda**

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

**Secretary's Report**

Art Menard made a motion to accept the minutes of the previous meeting and Patricia Gaudreau seconded the motion. Motion passed.

**Correspondence**

We believe that our liability policy with Labarge Agency will cover us for our grand opening celebration. Patricia will check with Dennis to reserve the school area for us.

**Treasurer's Report**

We are in good shape. We received \$525.00 from the disbanding Champlain/Rouses Point Rotary as did each the Rouses Point and Chazy Libraries. This money is earmarked for the children.

Also, line 29a was added. This was snow removal cost paid to Dragoon's for when the town was overwhelmed and could not get to our library before opening hours.

**Director's Report**

We have the library grant and should soon be able to move ahead on our future plans. I purchased the thermal (receipt) printer and we still have about \$600 left of the technology grant.

Book donations are still coming in.

There is a possibility that in October, Rachel Brown, a community navigator, will present a workshop on local community resources.

The Friends of the Library group is active and will join us to put on the celebration for the grand opening.

A big thank you goes out to volunteers Emily Truitt, Joan Bosley, Gloria Lafountain and Art Menard for keeping the library open on August 6<sup>th</sup>, 7<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>.

### **Old Business**

- A. Bricks Fundraiser update- none
- B. Bricks Production Update-Tim and Cory are working on this.
- C. Friends of the Library Group will meet on August 27<sup>th</sup> at 7 p.m.
- D. After school program. Olivia has contacted CEFLS about this program and they are in the process of getting back to her.
- E. Grand Opening Discussion- There was discussion on the plaque for the Evans and also for the Paul and Elizabeth Vogan Memorial Building sign.

### **New Business**

- a. Tim would like to set up website processing and software needs with Olivia.

### **Other New Business**

We will have a special meeting of the board on Wednesday, August 29<sup>th</sup>, 2018 for planning our 101<sup>st</sup> celebration.

### **Dates of future meetings**

Special committee meeting on Wednesday, August 29 at 5:15 pm

Regular monthly meeting on Tuesday, September 11<sup>th</sup>, at 5:15

Motion to adjourn by Joyce Roberts, seconded by Patricia Gaudreau. Motion passed

Meeting adjourned at 6:45 p.m.

Minutes by Joyce Roberts

August 16<sup>th</sup> 2018

## Director's report

The big news is the grant is in!

We have quite a bit of time to decide how to spend what we haven't already.

Financially it looks like we are in pretty great shape.

I recently purchased the thermal (receipt) printer, Betsy from CEFLS will be here the afternoon of Tuesday the 21<sup>st</sup> to assist in synching it up with the horizon system. Even so we still have about \$600 to spend to finish out the technology grant.

We received a generous (\$500+) donation from the rotary club of Champlain-Rouses Point as one of their last acts prior to disbanding. I sent a thankyou note out to their former treasurer.

Book donations continue to roll in, some are filling our shelves and some are filling the book sale table, which in turn generates a small income in donations. Unfortunately processing them all does take considerable time, but I love finding a home for good books. I have resorted to placing most adult paperbacks directly in the sale for the time being.

Rachel brown, a community navigator will be in touch in the fall, the month of October was mentioned as a possibility, to present a workshop on community resources available to local residents

I am all set to order a changing table, but would like to consult with whomever will install it to ensure we purchase what will work in our space.

Our next LLL meeting is set for tomorrow, there will be snacks

More great news, the friends of the library group has revived and thanks to them and all of you who have put together such a lovely event for our grand reopening! It sounds like it will be a wonderful time.

I will have the paintings from the old library up on the wall in time for the grand event.

I have contacted cefls about the afterschool program and they are in the process of getting back to me with the details.

We now have an expanded collection of big idea kits, thanks to celfs sending along some extras. These kits can be used in the library, at home, or by a story time volunteer. These kits offer both picture books and hands on activities for children to enjoy.

Speaking of volunteers, a big thank you goes out to those who kept the library open on the 6<sup>th</sup>- Emily Truitt, 7<sup>th</sup>-Joan Bosely &Gloria Lafountain, 10<sup>th</sup> Art Menard & Gloria Lafountain, 11<sup>th</sup> Emily Truitt. Everyone did a wonderful job!

**Mooers Free Library  
Financial Statements  
August 16, 2018**

Public support & Rev.	2017 Actual	2018 Budget	Since Last Mtg	2018 Year to Date	67%
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	\$ 525.00	625.00	63%
4. Local Library Service	\$ 1,604.17	\$ 1,625	\$ 1,326.34	1,326.34	82%
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			\$ 2.09	996.96	
9. Bank Interest	\$ 0.70	\$ 10	\$ 0.07	0.62	6%
<b>10. Total Revenue</b>	<b>\$ 27,794.52</b>	<b>\$ 29,035</b>	<b>\$ 1,853.50</b>	<b>17,948.92</b>	<b>62%</b>

Expenses	2017 Actual	2018 Budget	Since Last Mtg	2018 Year to Date	67%
11. Librarian's Salary	\$ 12,463.14	\$ 14,700.00	\$ 1,502.18	\$ 8,842.75	60%
12. Payroll Taxes (FICA, etc)	\$ 4,410.84	\$ 3,000.00	\$ 295.19	\$ 2,437.23	81%
13. Substitute Staff	\$ 376.00	\$ 500.00			0%
14 Accounting Fees	\$ 552.00	\$ 610.00	\$ 45.00	\$ 384.00	63%
15. Book Purchases	\$ 678.96	\$ 1,000.00	\$ 27.00	\$ 88.29	9%
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	
22. Fuel	\$ 2,171.75	\$ 2,000.00		\$ 979.83	49%
23. Electricity	\$ 630.13	\$ 1,000.00	\$ 53.54	\$ 550.94	55%
24 Building Repairs	\$ 184.00				
25. Program Supplies, Misc.	\$ 1,056.74	\$ 1,000.00	\$ 52.19	\$ 91.01	9%
26. Telephone/Internet/Web	\$ 1,079.44	\$ 500.00	\$ 27.72	\$ 229.79	46%
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	\$ 208.00	65%
29a. Snow Removal			\$ 212.50	\$ 212.50	
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>\$ 2,241.32</b>	<b>\$ 16,672.30</b>	<b>57%</b>
<b>32. Excess or Deficit</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (387.82)</b>	<b>\$ 1,276.62</b>	

Checkbook Balance as of 8/14/18	\$ 8,052.58
Balance, Construction Acct.	\$ 3,003.83
Friends of the Library acct.	\$ 669.83
<b>Total</b>	<b>11,726.24</b>