

**Mooers Free Library  
Board of Trustees Meeting  
Wednesday, September 5, 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. Flooring/Next Steps
    - c. Grant
  - b. Bricks Fundraiser Update
  - c. Wi-Fi
  - d. Friends of the Library Group
  - e. 100<sup>th</sup> Anniversary Commemoration
  - f. Other Old Business
10. New Business
  - a. Library Hours Change
  - 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  
Tuesday, September 5, 2017**

**Minutes**

The meeting was called to order at 5:15 p.m. by President Tim Gonyo and the Pledge of Allegiance was recited. Other trustees present were Vice President Patricia Gaudreau, Treasurer Art Menard, Secretary Joyce Roberts, Mary Myatt and Library Director Tracey Ducharme. Member Jennifer McIntyre was absent. Also present was Edith Morelock.

**Adoption of Agenda**

Art Menard made a motion to adopt the agenda and Pat Gaudreau seconded the motion. Motion carried.

**Secretary's Report**

Art Menard made the motion to adopt the minutes of the previous meeting and Mary Myatt seconded the motion. Motion passed.

**Correspondence**

None

**Personnel Actions Report**

None

**Treasurer's Report**

The financial report review shows that we are just about where we should be. There was a question on the postal expenditure and Art will double check it on Quicken and get back to us next month. All other figures were reviewed and understood. The current financial statement is attached.

**Directors Report**

The summer reading program was a big success with 6,988 pages read. Director Ducharme told of one child who would not read at the beginning of the 2015 summer program and is now writing her own short stories.

With the new rules on WIFI seven new library cards have been issued and patrons know that the password changes every two weeks.

Tracey completed and sent in report for mini grants for the summer reading program of 2018.

**Old Business**

a. New Building Updates

Building sale- It appears that we may have a sale for the old library. We remain hopeful.

#### Flooring/Next Steps

We looked at carpet and flooring samples and made choices. More samples may be looked at.

Grant- Our grant is being processed.

b. Bricks Fundraiser Update

Details of the bricks fundraiser were reviewed.

d. Friends of the Library Group

The group hopes to be active again once we move into the new building.

e. 100<sup>th</sup> Anniversary Commemoration-Perhaps next year in spring or early summer.

#### **New Business**

Mrs. Ducharme surveyed library patrons and it appears that more people would be better served with different hours so she requested changing the hours to

Monday 9 a.m. to 6 p.m.

Tuesday - closed

Wednesday 9.a.m to 6 p.m.

Thursday -closed

Friday 9 a.m. to 1 p.m.

Saturday 9 a.m. to 12 noon

Sunday - closed

Joyce Roberts made a motion to change the hours as requested and Mary Myatt seconded, Motion passed.

#### **Other New Business**

Tracey Ducharme submitted her resignation and her last day will be October 1<sup>st</sup>, 2017. She was congratulated and wished well on her new job.

#### **Dates of Future Meetings**

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

Thursday, November 16<sup>th</sup>, 5:15 p.m.

Motion to adjourn made by Mary Myatt. Seconded by Patricia Gaudreau.

Meeting adjourned at 6:45 p.m.

Minutes by Joyce Roberts

**Moers Free Library  
Financial Statements  
September 5, 2017**

Public support & Rev.	2016 Actual	2017 Budget	2017 August	2017 Year to Date	67%
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	\$ 1,263.75	1,263.75	94%
5. Copier Usage		\$ 150	\$ 21.65	21.65	14%
6. Library Charges		\$ 50	\$ 11.00	11.00	22%
7. Sale of Books		\$ 250			0%
8. Fundraisers		\$ 1,000			0%
9. Bank Interest		\$ 5	\$ 0.05	0.56	11%
<b>10. Total Revenue</b>		<b>\$ 26,805</b>	<b>\$ 1,296.45</b>	<b>16,453.96</b>	<b>61%</b>

Expenses	2016 Actual	2017 Budget	2017 Aug/Sept	2017 Year to Date	67%
11. Librarian's Salary		\$ 13,650.00	\$ 912.20	\$ 7,768.62	57%
12. Payroll Taxes (FICA, etc)		\$ 2,400.00	\$ 356.36	\$ 2,825.96	118%
13. Substitute Staff		\$ 500.00		\$ 336.00	67%
14 Accounting Fees		\$ 540.00	\$ 45.00	\$ 405.00	75%
15. Book Purchases		\$ 1,200.00	\$ 302.80	\$ 503.36	42%
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	\$ 13.41	\$ 183.24	122%
20 Serial Purchases		\$ 300.00			0%
21. Equipment/Computers		\$ 250.00		\$ 89.24	36%
22. Fuel		\$ 2,000.00		\$ 2,171.75	109%
23. Electricity		\$ 1,000.00	\$ 41.50	\$ 400.43	40%
24 Building Repairs		\$ 250.00		\$ 184.00	74%
25. Program Supplies, Misc.		\$ 1,000.00	\$ 65.06	\$ 752.40	75%
26. Telephone/Internet/Web		\$ 600.00	\$ 28.63	\$ 523.96	87%
27. POB Rental		\$ 130.00		\$ 116.00	89%
28. Insurance D&O/WorkComp			\$ 359.00	\$ 1,461.08	#DIV/0!
29. Trash Removal		\$ 350.00	\$ 26.00	\$ 234.00	67%
30. Funds set aside for Reserve		\$ 1,485.00			0%
<b>31.Total Expenses</b>		<b>26,805</b>	<b>\$ 2,149.96</b>	<b>\$ 18,808.75</b>	<b>70%</b>
<b>32. Excess or Deficit</b>		<b>\$ -</b>	<b>\$ (853.51)</b>	<b>\$ (2,354.79)</b>	

Checkbook Balance as of 9/5/17	\$ 3,554.51
Balance, Construction Acct.	\$ 10,207.73
Friends of the Library acct.	\$ 667.83
<b>Total</b>	<b>14,430.07</b>

PAYPAL: \$2443.06