



**Moers Free Library
Board of Trustees Meeting
ANNUAL MEETING
Tuesday, January 17, 2023 – 5:15 PM
Moers Free Library, 25 School Street, Moers, 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. Treasurer's Report
7. Director's Report
8. Old Business
 - a. Policies – Continued
 - b. Report to the Community
 - c. Community Survey Formulation
 - d. Grant Project
 - e. Other Old Business
9. New Business
 - a. CTG Fiber switch
 - b. Trustee Training
 - c. Other New Business
10. Period for Public Expression (5 Minute Limit)
11. Dates of Future Meetings – March 21, 2023
12. Adjournment

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Mooers Free Library Board of Trustees Meeting

Tuesday, January 17, 2023 @ 5:15 PM

Mooers Free Library, 25 School Street, Mooers NY 12958

President Tim Gonyo called the meeting to order at 5:21 p.m. following with the pledge of allegiance. Present were Tim Gonyo, Art Menard, Marilyn Willette, Patty Gaudreau, Gerald LaValley, Irving Breyette, and co-directors - Norma Menard, Lisa DeLong and Stacie Brooks. Excused: Jenn McIntyre

Pledge of Allegiance

Adoption of Agenda

Art Menard made the motion to adopt the agenda. Seconded by Marilyn Willette . Motion passed.

Secretary's Report

Art Menard made the motion to adopt the report. Seconded by Gerald LaValley. Motion passed.

Correspondence

Chapel Hill Foundation awarded the library a grant of \$2,500 which can be used for Senior Events and Toddler Time. Bev and Don Sears donated \$100 and would like the book Bold and Courageous by local author Dan Ladue added to the library's collection.

Treasurer's Report

See attached

Director's Report

See Attached

Old Business

- a. Policies - Continued— Tim Gonyo and Stacie Brooks continue to work on updating, as well as adding new policies. Once policies are finished, copies of all will be sent to board members for review.
- b. Report to the Community Preparation—Tim Gonyo continues to work on this. The Directors Annual Report will be the primary basis for the report.
- c. Community Survey Formulation—This will be included in the annual report to the community. It was agreed to have 3 questions on the survey. The survey will be mailed with instructions on how and where to respond.
- d. Grant Project— Money was received from the NY State Education Department for the construction grant. Gerald LaValley will install shelves in the storage room next week. An estimate is needed for construction of a pavilion. The shed is completed and ready for delivery. The shed and pavilion (or gazebo if the pavilion estimate is too expensive) need to be installed by July 2023.

New Business

- a. CTG Fiber Switch- Irving Breyette made the motion to switch from Spectrum to CTG Fiber Optic. Seconded by Gerald LaValley. Motion passed.
- b. Trustee Training- Board members are required to attend training seminars. Tim Gonyo will provide more information at the next meeting.
- c. Library Insurance- Art Menard will price insurance rates as the rates have increased with our current insurance company.

Public Discussion

No community members present

Dates of future meetings

March 21, 2023 @ 5:15

Adjournment

Gerald LaValley made the motion to adjourn at 6:33 pm. Seconded by Marilyn Willette

Minutes by Patty Gaudreau

**MOOERS FREE LIBRARY
FINANCIAL STATEMENTS
January 17, 2023**

Public support & Rev.	2022 Actual	2023 Budget	Since Last Mtg	2023 Year to Date	
1. Town of Mooers	\$ 15,000.00	\$ 15,000	\$ -		0%
2. NCCS	\$ 10,750.00	\$ 10,750	\$ -	-	0%
3. Grants	\$ 14,379.94	\$ 5,000			0%
4. Gifts and Donations	\$ 501.56	\$ 400			0%
5. Local Library Service Aid (CEFLS)	\$ 1,776.92	\$ 1,200			0%
6. Copier Usage		\$ 10	\$ -	-	0%
7. Library Charges		\$ 8	\$ -	-	0%
8. Sale of Books	\$ 75.00	\$ 100	\$ -	-	0%
9. Reserve Funds	\$ -	\$ 1,000	\$ -	-	0%
10. Fundraisers	\$ 2,772.86	\$ 2,500			0%
11. Other Income, Reimbursement	\$ 54.16	\$ 30			0%
12. Bank Interest	\$ 2.17	\$ 2		0.18	9%
13. Total Revenue	\$ 45,312.61	\$ 36,000	\$ -	0.18	0%
Expenses					
14. Librarian's Salary	\$ 19,195.81	\$ 20,300.00		\$ 780.52	4%
15. Payroll Taxes (FICA, etc)	\$ 1,952.86	\$ 1,920.00		\$ 79.41	4%
16. Substitute Staff	\$ 50.00	\$ 50.00	\$ -		0%
17 Accounting Fees	\$ 745.20	\$ 745.00		\$ 61.56	8%
18. Insurance D&O/WorkComp/DBL	\$ 1,935.60	\$ 2,000.00			0%
19. Book/Media Purchases	\$ 739.67	\$ 2,000.00			0%
20. Automation Contract	\$ 936.43	\$ 940.00	\$ -		0%
21. ICICILL-ICEPEC License	\$ 70.00	\$ 150.00	\$ -		0%
22 Movie Licensing	\$ 356.00	\$ 360.00	\$ -		0%
23. Postage	\$ -	\$ 250.00	\$ -	\$ -	0%
24. Equipment/Computers	\$ 4,747.05	\$ 500.00			0%
25. Fuel	\$ 1,634.94	\$ 1,400.00			0%
26. Electricity	\$ 1,051.14	\$ 865.00			0%
27 Building Repairs	\$ 248.88	\$ 300.00			0%
28. Program Supplies	\$ 2,208.49	\$ 1,000.00		\$ 50.48	5%
29. Miscellaneous	\$ 1,382.69	\$ 100.00			0%
30. Telephone/Internet/Web	\$ 1,688.37	\$ 1,680.00		\$ 117.97	7%
31. POB Rental	\$ 130.00	\$ 140.00	\$ -		0%
32. Trash/Snow Removal	\$ 60.00	\$ 50.00	\$ -		0%
33. Fund Raising Payout	\$ 900.00	\$ 1,250.00	\$ -		0%
34. Funds set aside for Reserve	\$ -		\$ -	\$ -	
35.Total Expenses	\$ 40,033.13	36,000	\$ -	\$ 1,089.94	3%
36. Excess or Deficit	\$ 5,279.48	\$ -	\$ -	\$ (1,089.76)	

Checkbook Balance as of 1/17/23	\$ 22,581.34
Balance, Construction Acct.	\$ 10,062.75
Friends of the Library acct.	\$ 956.64
Total	\$ 33,600.73

Mooers Free Library Co-Directors Report 2022

Stacie Brooks, Lisa Delong, and Norma Menard

These activities highlight accomplishments in programming, resource development and community partnerships.

PROGRAM Patron activity in 2022 (2,766) increased by 1,585 or 134% compared with 2021(1,181).

Children: As COVID-19 restrictions eased, we cautiously transitioned from online to in-person programs.

- SPRING- *Easter Fun Time* and *Planting Seeds* events
- SUMMER - *Oceans of Possibilities* summer reading program, *Gnoming Around* event
- FALL - *LEGO Time* launched in September (2nd Saturdays) and *Toddler Time* (Tuesdays) in October
- WINTER - maintained and infused fall programs with holiday and special interest themes

Older Adults: Licensed in March, we were the first in our library system to deliver *Senior Planet* (SP) curriculum.

- MAY- DECEMBER - served 35 adults who signed up for at least one or all of two SP 5-week courses and 13 stand-alone lectures (with at least 350 engagements or sign ins).
- *Technology, Coffee & Conversations* project included lectures on *Genealogy* and *Who Takes Care of the Caregivers*; Tech Lunch & Learn, holiday *Sing-alongs*, *Gametime*, and two potlucks.
- One-on-one assistance to patrons who had issues with technology and online forms.

Community at large: Events, resources and services for all ages

- 52 new library cards were issued
- New computers/laptops, iPads, Kindles, and security cameras were purchased and waiting to be installed
- Dedication of the installation of art collection donated by the family of Linda Gonyo-Horne
- *Reading Joe Sherlock* presentation by professional voice actor, Rob Gonyo
- Presentation on *The Amazing Role of Women in America's Earliest Wars* by Mark Barrie, award-winning author
- Stories and songs by the *Akwesasne Women Singers*, held at the library grounds on a beautiful October day
- Free high speed Wifi and COVID-19 home test kits
- Tammy's Lunch Box

RESOURCE DEVELOPMENT

- 494 books/dvds were added to our collection. Family passes for local museums (*The Wild Center, Echo Leahy Center for Lake Champlain, and Fort Ticonderoga*) were made available.
- Professional development activities for co-directors included Senior Planet Train the Trainer, Supercharged Storytime, Summer Reading Program and various other training accessed by Zoom or online.
- Over \$15,000 in grants were received from Senior planet, Office for the Aging, Lake Placid Education Foundation, Chapel Hill Foundation, and Summer Reading Program. These grants allowed for program staff time and supplies, Wi-Fi upgrade, and purchase of new equipment.
- Funds were raised through raffle, virtual book fair, and Town Wide Garage Sale
- A donation of an art collection is on display in the library and community room for patrons to enjoy.
- Numerous donations of books, LEGO pieces, and garage sale items were received from the community!

COMMUNITY PARTNERSHIPS, CONNECTIONS, PUBLICITY

Partnerships and publicity kept the public informed of programs and opened new avenues to serve the community.

- Presence at Town Board meetings, Mooers Labor Day Parade and participating in the Town-Wide Garage Sale
- Sing-along (and dancing too!) at the Senior Housing, with potluck coordinated by the K of C Ladies Auxiliary
- Participating in the CEF Library System and the Northern New York Library Network (NNYLN) meetings
- Press-Republican and The Sun feature articles of events and programs
- Presenting at the Office for the Aging and Southern Adirondack Library Network meetings, referrals to Literacy Volunteers, speaker from the Alzheimer's Office, COVID tests from Hudson Headwaters
- Features in the Senior Planet website: *People We Love* (article) and *Aging with Attitude and Gratitude* (video)
- Facebook presence and informative website.
- Local organizations such as the Mooers K of C, the Ladies Auxiliary (use of community room) and Kiwanis

Among our biggest 2022 accomplishments spearheaded by our Board of Trustees are our 501(C)3 designation and Construction Grant of \$28,076 with a NYS match of \$25,268. On to another year of service!



Champlain Technology Group

Company Address 142 Boynton Ave
Plattsburgh, NY 12901

Quote Number 00000218

Expiration Date 1/31/2023

Account Name MOOERS FREE LIBRARY

Service Address 25 SCHOOL ST

Prepared By Denise Calkins-Ryder

Phone (518) 324-4116

Email dcryder@lyr8.com

Fax (518) 324-4141

Product	Product Description	Sales Price	MRC	NRC	Quantity	Total Price
Dedicated Internet Fiber 500x100	Dedicated Internet Fiber 500x100	\$299.95	\$299.95	\$0.00	1.00	\$299.95
Unlimited Voice	Unlimited calling US and Canada	\$39.99	\$39.99	\$0.00	1.00	\$39.99
Multi-Service Discount		-\$20.00	-\$20.00	\$0.00	1.00	-\$20.00
Advertising Trade Credit	Advertising Trade Credit	-\$150.00	-\$150.00	\$0.00	1.00	-\$150.00

Total NRC \$0.00

Total MRC \$169.94

Subtotal \$169.94

Grand Total \$169.94

*Taxes and surcharges are not included.



Company Address 142 Boynton Ave
Plattsburgh, NY 12901

Quote Name Mooers Free Library

Terms of Service: Taxes and surcharges not included. Services added subsequent to installation may be subject to additional charges. Subject to Terms of Service and Acceptable Use Policy, Privacy Policy and Network Management Policy located on Champlain Technology Group website www.champlaintechnology.com. Installation does not include inside wiring or programming of customer-owned equipment. If Champlain Technology Group fails to present a Service Charge in a timely manner, such failure shall not constitute a waiver of the charges for the Services to which it relates, and Customer shall be responsible for and pay such Service Charges when invoiced. If said Service Charges are governed by Champlain Technology Group tariffs, they will be invoiced in accordance with applicable tariffs. If Service Charges are for non-tariffed services, Champlain Technology Group will only bill for services rendered within the past six months.

The term of this agreement shall be for a period of thirty-six (36) months from the date of installation. Should the Customer terminate the agreement prior to the expiration, an amount equal to the average of the previous months' service multiplied by the number of months remaining in the agreement will be required. The customer will be responsible for all applicable usage fees, prorated access charges, taxes, surcharges, or other charges and gifts through the termination date. This offer is part of a bundled package agreement. Acceptance of Champlain Technology Group Terms of Service is required. The terms and fees set forth in the present contract will automatically be renewed for an additional twelve (12) month period at the expiration of the first term and on the anniversary date each year thereafter, unless the Customer gives written notice to Champlain Technology Group two (2) months prior to the term's end of its intention not to renew said contract. Rates do not include taxes and surcharges and are subject to change.

Payment Terms: Payment for all products and services is due on the date specified on the monthly CTG statement. Balances over sixty (60) days subject to a 1.5% late charge.

Customer Equipment/Inside Wiring: Upon request from the Customer, Champlain Technology Group will program Customer Premise Equipment and/or install inside wiring at the following rates: \$150.00/hour during standard business hours and \$250/hour outside standard business hours/holidays.

Wi-Fi Service Expectations

The **Small Business Grade Wi-Fi Service** utilizes a network router with a wireless feature. This wireless feature is understood to be a feature of convenience and is limited in coverage footprint, throughput, and configuration capabilities. Many factors can impact the performance of a wireless signal including: router location, building structural material, microwave ovens, portable phones, air conditioners, electric motors, HVAC equipment and other nearby Wi-Fi systems. For these reasons, if your business intends to run critical business applications (Point of Sale, warehouse applications, Video Surveillance, and hotel systems, etc.) it is recommended that the customer contact the Champlain Technology Group Sales Department to schedule a wireless site assessment. If a Small Business combo device has been installed, it is understood that the system is in place for convenience and not critical business service. The customer accepts the limitations of this wireless feature installation. Signature required for Small Business Grade Wi-Fi Service at the time of installation.

The **Business Grade Managed Wi-Fi Service** establishes the customer's business requirements through a Champlain Technology Group discovery process that involves a sales visit, wireless site survey, and installation. Through this process, the collection of business requirements such as public and private Wi-Fi needs, collection of building floor plans, and identification of wireless coverage zones, landing pages and branding will be gathered. The resultant service design will meet the current business requirements and capacity with growth taken into account. Champlain Technology Group designs all systems using a standard IT lifecycle methodology whereby a system that is well designed for today's business needs may be modified over time to adapt to new demands. However, the lifecycle also has an understood finite service life where new technologies will, eventually, replace the older system. Champlain Technology Group will work with our customers in a well-defined support agreement to manage these systems throughout the IT lifecycle.

Limitation of Liability

Under no circumstances shall Champlain Technology Group, or its suppliers, resellers, partners or their respective affiliates be liable for any indirect, incidental, consequential, special, exemplary, or punitive damages arising from or related to the service(s) provided under this agreement, whether such claim is based on warranty, contract, tort (including negligence), or otherwise, (even if Champlain Technology Group has been advised of the possibility of such damages). Without limiting the foregoing, the total aggregate liability of Champlain Technology Group, and its



Champlain Technology Group

Company Address 142 Boynton Ave
Plattsburgh, NY 12901

suppliers, resellers, partners and their respective affiliates arising from or related to this agreement shall not exceed the amount, if any, paid by you to Champlain Technology Group for the service(s). If the service(s) are provided without charge, then Champlain Technology Group and its suppliers shall have no liability to you whatsoever. The foregoing limitations of liability shall apply whether the damages arise from use or misuse of and reliance on the service(s), from inability to use the service(s), or from the interruption, suspension, or termination of the service(s) (including such damages incurred by third parties). Such limitation shall apply notwithstanding a failure of essential purpose of any limited remedy and to the fullest extent permitted by law.

Confidentiality: Both Customer and Champlain Technology Group agree that if either Party (the "Disclosing Party") provides confidential or proprietary information ("Proprietary Information") to the other Party (the "Recipient Party"), such Proprietary Information shall be held in confidence, and the Recipient Party shall afford Proprietary Information the same care and protection as it affords generally to its own confidential and proprietary information (which in any case shall be not less than reasonable care) in order to avoid its disclosure to or unauthorized use by any third party. All information disclosed by either Party to the other in connection with or pursuant to IIs Agreement shall also be deemed to be Proprietary Information, provided that written information is clearly marked in a conspicuous place as confidential or proprietary. All Proprietary Information, unless otherwise specified in writing, shall remain the property of the Disclosing Party and shall be used by the Recipient Party only for its intended purpose.

Offer of Acceptance:

Authorizing Signature

Date

Printed Name

Date

CTG Signature

Date