



**Moers Free Library
Board of Trustees Meeting
Tuesday, January 18, 2022 – 5:30 PM via ZOOM
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. Personnel Actions Report
7. Treasurer's Report
8. Director's Report/Committee Reports
9. Old Business
 - a. Hiring Interviews - Reschedule
 - b. Art Donation Curation
 - c. Fund Raising Ideas
 - d. Other Old Business
10. New Business
 - a. Meetings Time/Date
 - b. COVID Protocols
 - c. 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, January 18, 2022 @ 5:30 PM

Mooers Free Library, 25 School Street, Mooers NY 12958

President Tim Gonyo called the meeting to order at 5:35 p.m. following with the pledge of allegiance. Present were Tim Gonyo, Art Menard, Marilyn Willette, Gerald LaValley, Patty Gaudreau Jenn McIntyre, Irving Breyette, and co-directors - Norma Menard, Lisa DeLong and Stacie Brooks
Adoption of Agenda

Gerald LaValley made the motion to adopt the agenda. Seconded by Marilyn Willette. Motion passed.

Secretary's Report

Irving Breyette made the motion to adopt the report. Seconded by Jenn McIntyre. Motion passed.

Correspondence

- a. CEFLS received a grant from the Lake Placid Education Foundation. CEFLS will purchase ebooks and audio books. There are funds available through this grant for libraries to purchase print materials.
- b. Department of Labor- The library is part of the Department Labor of Statistics. President Tim Gonyo manages the reporting of hiring and labor information to them.

Treasurer's Report

See attached

- a. In addition to the attached report, Art Menard recommended we discontinue our trash service at a savings of \$360/year. Jeff Menard, town supervisor, has given the library permission to use the town garbage bin. Art reported that the library typically only has a small garbage bag each week.

Director's Report

See Attached

Old Business

- a. Interviews - Interviews for the library co-directors positions will be held on January 27, 2022. Patty Gaudreau, Jenn McIntyre and Marilyn Willette will be on the interview committee.
- b. Tim Gonyo has put all the artwork that has been cataloged into an excel spreadsheet. It was decided that we will wait to get together to catalog more artwork until covid cases decline in the area.
- c. Norma Menard reported the co-directors have a fundraising idea called the 10 Week Club. 100 tickets would be sold for \$10 each. Five hundred dollars in prizes would be given away and the library would keep \$500. We will discuss this again at the February meeting.

New Business

- a. Library monthly Board of Trustees Meetings - It was decided to keep our meetings on the 3rd Tuesday of each month at 5:30 pm.
- b. Covid protocols - The library will continue to be vigilant with masks, social distancing and sanitizing areas in the library as well as other procedures put in place due to Covid. The writing workshop and book club will start at a date to be determined. Norma Menard said all the directors listened/watched a CEFLS video about Covid protocols for the libraries.

- c. Library sign - Patty Gaudreau contacted Joe Sciortino from the DOT State Office in Plattsburgh about installing a library sign at the intersection of Route 11 and Hemmingford Road. He was given approval from the state to do so but he could not give a specific time frame when it will be installed. There is currently a library sign on Hemmingford Road just before School Street.
- d. Strategic Plan - Norma Menard discussed a need for a strategic plan for the library. This will help to bring in patronage and activities for the library. A committee would plan 2-3 target areas for the library to work on for the next 1-5 years. Examples of target goals could include increasing patronage, technology and technology use, as well as library programs. Norma also suggested we have a diversity of people on the committee, such as patrons, teenagers, and church members. This will be discussed again at the February meeting.

Public Discussion

No community members present

Dates of future meetings

February 15 at 5:30 pm.

Adjournment

Marilyn Willette made the motion to adjourn at 6:37 pm. Seconded by Irving Breyette.

Minutes by Patty Gaudreau

**Mooers Free Library
Financial Statements
January 18, 2022**

Public support & Rev.	2021 Actual	2022 Budget	Since Last Mtg	2022 Year to Date	0%
1. Town of Mooers	\$ 15,000.00	\$ 15,000			0%
2. NCCS	\$ 10,500.00	\$ 10,500			0%
3. Gifts and Donations	\$ 1,264.97	\$ 800			0%
4. Local Library Service	\$ 1,443.83	\$ 1,110			0%
5. Copier Usage		\$ 15			0%
6. Library Charges	\$ 50.00	\$ 15			0%
7. Sale of Books		\$ 59			0%
8. Fundraisers	\$ -	\$ 500			0%
8a. Other Income, Reimbursement					
9. Bank Interest	\$ 1.88	\$ 1			0%
10. Total Revenue	\$ 28,260.68	\$ 28,000	\$ -	-	0%

Expenses	2021 Actual	2022 Budget	Since Last Mtg	2022 Year to Date	0%
11. Librarian's Salary	\$ 18,112.86	\$ 17,550.00			0%
12. Payroll Taxes (FICA, etc)	\$ 1,842.68	\$ 1,665.00			0%
13. Substitute Staff	\$ -	\$ 100.00			0%
14 Accounting Fees	\$ 589.68	\$ 625.00			0%
15. Book Purchases	\$ 33.90	\$ 675.00			0%
16. Automation Contract	\$ 891.83	\$ 940.00			0%
17. ICICILL-ICEPEC License	\$ 70.00	\$ 150.00			0%
18 Movie Licensing	\$ 145.00	\$ 150.00			0%
19. Postage		\$ 50.00			0%
20 Serial Purchases					
21. Equipment/Computers	\$ 127.46	\$ 300.00			0%
22. Fuel	\$ 1,106.88	\$ 1,545.00			0%
23. Electricity	\$ 770.56	\$ 725.00			0%
24 Building Repairs		\$ 200.00			
25. Program Supplies, Misc.	\$ 388.33	\$ 500.00			0%
26. Telephone/Internet/Web	\$ 626.37	\$ 500.00			0%
27. POB Rental	\$ 122.00	\$ 125.00			0%
28, Insurance D&O/WorkComp/DB	\$ 1,872.72	\$ 1,900.00			86%
29, Trash Removal	\$ 390.00	\$ 300.00			0%
29a. Snow Removal					
30. Funds set aside for Reserve					
31. Total Expenses	\$ 27,090.27	28,000	\$ -	\$ -	0%
32. Excess or Deficit	\$ 1,170.41	\$ -	\$ -	\$ -	

<i>Checkbook Balance as of 1/18/22</i>	\$ 17,564.98
<i>Balance, Construction Acct.</i>	\$ 8,918.52
<i>Friends of the Library acct.</i>	\$ 956.64
Total	27,440.14

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