

Mooers Free Library

Board of Trustees Meeting

Monday, February 11, 2019 @ 5:15 PM

Mooers Free Library, 25 School Street, Mooers NY 12958

President Tim Gonyo called the meeting to order at 5:24 p.m. following with the pledge of allegiance.

Present were Tim Gonyo, Jennifer McIntyre, Art Menard, Irving Breyette, Erin Streiff, Gerald LaValley, Patty Gaudreau and Library Director Jenny Lavigne.

Adoption of Agenda

Jenn McIntyre made the motion to adopt the agenda, seconded by Irving Breyette.

Secretary's Report

Jenn McIntyre made the motion to accept the report, seconded by Patty Gaudreau

Director's Report

Attached.

Treasurer's Report

Discussion was held and agreed upon to itemize list for construction account in the future.

Report attached.

Old Business

A. Discussion of grant purchases - director's desk and 6 computer chairs were ordered

Discussion of new sign - agreed we want approximately a 4' x 4' sign with a sliding open/close like we currently have. Jess Poirer(JP Signs) offered to contribute \$500 towards sign and Patty will meet with her after Tim forwards her our logo.

Storage shed - Patty will get pricing for Amish shed with vinyl siding, tin roof and large door.

Jenn is waiting to hear from Sample Lumber about prices for lumber as well as Altona Correctional Facility concerning construction for bookshelves.

B. Sexual Harassment Policy - CEFLS recommended we have one. Jenny filled out template that CEFLS sent. Motion to accept Sexual Harassment Policy made by Irving Breyette, seconded by Erin Streiff.

C. Other old business- Cory Ross is correcting errors with bricks as well as adding new strip to hang the bricks.

New Business

Erin is checking into grants available through the National Network of Libraries of Medicine. This is a federal grant and she will give us more information at the next meeting.

Public Discussion

No community members present

Dates of future meetings

It was agreed to have future meetings the second Monday of each month on the following dates: 3/11/19, 4/8/19, 5/13/19, 6/10/19, 7/8/19, 8/12/19, 9/9/19, 10/14/19, 11/11/19, and 12/9/19

Adjournment

Motion to adjourn at 6:40 by Patty Gaudreau. Seconded by Erin Streiff

Minutes by Patty Gaudreau - secretary

**Mooers Free Library
Financial Statements
February 11, 2019**

2019

Public support & Rev.	2018 Actual	2019 Budget	Since Last Mtg	2019 Year to Date	8%
1. Town of Mooers	\$ 15,000.00	\$ 15,000			0%
2. NCCS	\$ 10,000.00	\$ 10,000			0%
3. Gifts and Donations	\$ 4,106.00	\$ 1,000			0%
4. Local Library Service	\$ 1,668.16	\$ 1,675			0%
5. Copier Usage		\$ 100			0%
6. Library Charges		\$ 75			0%
7. Sale of Books	\$ 5.00	\$ 200			0%
8. Fundraisers	\$ -	\$ 1,000			0%
8a. Other Income, Reimbursement	\$ 1,398.35				
9. Bank Interest	\$ 1.08	\$ 1		0.08	8%
10. Total Revenue	\$ 32,178.59	\$ 29,051	\$ -	0.08	0%

Expenses	2018 Actual	2019 Budget	Since Last Mtg	2019 Year to Date	8%
11. Librarian's Salary	\$ 15,105.56	\$ 16,250.00		\$ 1,596.53	10%
12. Payroll Taxes (FICA, etc)	\$ 3,809.71	\$ 2,000.00		\$ 445.63	22%
13. Substitute Staff	\$ -	\$ 500.00			0%
14 Accounting Fees	\$ 570.00	\$ 600.00		\$ 96.00	16%
15. Book Purchases	\$ 148.58	\$ 1,000.00			0%
16. Automation Contract	\$ 770.40	\$ 800.00			0%
17. ICICILL-ICEPEC License	\$ 140.00	\$ 150.00			0%
18 Movie Licensing					
19. Postage	\$ 19.60	\$ 30.00			0%
20 Serial Purchases					
21. Equipment/Computers	\$ 177.81	\$ -			
22. Fuel	\$ 1,506.98	\$ 2,000.00			0%
23. Electricity	\$ 777.20	\$ 1,000.00		\$ 70.92	7%
24 Building Repairs					
25. Program Supplies, Misc.	\$ 742.16	\$ 1,000.00		\$ 10.78	1%
26. Telephone/Internet/Web	\$ 343.33	\$ 350.00		\$ 57.65	16%
27. POB Rental	\$ 116.00	\$ 120.00			0%
28. Insurance D&O/WorkComp/DB	\$ 1,682.89	\$ 1,750.00		\$ 150.25	9%
29. Trash Removal	\$ 338.00	\$ 320.00		\$ 280.00	88%
29a. Snow Removal					
30. Funds set aside for Reserve	\$ 5,930.37	\$ 1,181.00			0%
31.Total Expenses	\$ 32,178.59	29,051	\$ -	\$ 2,707.76	9%
32. Excess or Deficit	\$ -	\$ -	\$ -	\$ (2,707.68)	

Checkbook balance as of 2/09/19	\$ 9,230.28
Balance, Construction Acct.	\$ 45,972.31
Friends of the Library acct.	\$ 669.83
Total	55,872.42

-89.19 = 45883.12

-89.19 = 55,783.23

Directors Report December 2018-January 2019

Events

Tree decorating (12/7) attendance was low, only my parents showed up to decorate (so 2 people). A third person came in to return books but chose not to participate in the event.

Home School Meet and Greet (12/10) Maria one of our frequent patrons asked if she could host an event for home schoolers in the area. She came with her son and another parent came with 2 kids. Putting attendance at 5 people. We held another hangout for Friday 12/21, hoping that changing the day would result in an even greater turnout. Unfortunately, it did not, likely because it was so close to Christmas. 3 people showed up, 1 adult and 2 kids. Maria expressed interest in wanting to make this a weekly event but was unable to attend on the 21st, I will see if she still wants to host in the future.

The Girl Scouts also still come to the libraries on Mondays which helps boost library traffic/activity. They usually stay for a few hours and often come into the library afterwards to utilize the computers while waiting for rides home. As a result, Mondays are typically our busiest day of the week.

Story-time and ornament making had a great turnout of 12 people. We read The Polar Express and decorated foam snowman ornaments. I put out donuts from Chazy Orchards and bottles of water leftover from the grand opening. Everyone seemed to have a good time and some of the parents and children stayed to play in the children's section afterwards. I uploaded a picture of some of the ornaments to the libraries Facebook page which will hopefully spark interest in future library programs. I didn't take pictures of the actual event because I wasn't sure what the protocol was for posting photos of children.

Blind Date with a Book will be running all of February. A few people have already checked out some of the wrapped books. Hopefully more people will participate as time goes on.

Healthy Workplace Policy

I met with Karissa who is our contact person for the healthy communities' program. She says that since we have a healthy workplace policy already we can make requests for materials. We can make request for anything that promotes a healthy environment and they will let us know if its possible. There is no set budget and we can continue to partner with them/make requests for products until 2020. Olivia had previously discussed a community garden with Karissa but she advised me to wait until the weather was warmer to start asking for materials. We discussed getting a bike rack for the library and it has been delivered. It will need to be installed when the weather is warmer.

Miscellaneous

It appears that gmail is blocking the libraries email address as spam. I have tried emailing patrons to answer questions or notify them that they have an overdue book and it always comes back as undeliverable. There doesn't seem to be a clear cut way to resolve this issue.

The circulation desk came in today! Will try to get it put together sometime this week or next. Hopefully it's not too complicated.

Annual Report

I have been working on the annual report for the library. I was able to get in touch with Olivia for a few questions which was helpful. The report is due to CEFLS on the 20th and I already have a majority of it done. All I have left to complete is information on the board.

Library Construction

I received an email from Natalie McDonough from the NYS education department. Our construction project needed to be underway by February 13th. I emailed her back to confirm that we had already started our project.