



**Mooers Free Library
Board of Trustees Meeting
Tuesday, February 15, 2022 – 5:30 PM via ZOOM
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. Masking/COVID Restrictions – Small Group Programming
 - b. Fund Raising – 10 Week Club
 - c. Website Upgrades
 - d. Art Donation Curation
 - e. Other Old Business
10. New Business
 - a. Revised Budget
 - b. Minimum Public Library Standards in New York State
 - a. Long range/strategic plan
 - b. Evaluating effectiveness
 - c. Town Wide Garage Sale
 - d. 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, February 14, 2022 @ 5:30 PM

Mooers Free Library, 25 School Street, Mooers NY 12958

Meeting held via Zoom

President Tim Gonyo called the meeting to order at 5:32 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

Jenn McIntyre made the motion to adopt the agenda. Seconded by Marilyn Willette. Motion passed.

Secretary's Report

Jenn McIntyre made the motion to adopt the report. Seconded by Gerald LaValley. Motion passed.

Correspondence

- a. An opportunity for receiving a grant from the Office of Aging is available with a potential for up to \$2500 for the library. Norma Menard reported that this grant compliments the Senior Planet Program. Norma will spearhead the application completion with the help of the other co-directors. The application is due March 15, 2022.

Treasurer's Report

See attached

Director's Report

See Attached

- a. Jenn McIntyre made the motion to keep all library cards free regardless of patron's address. Seconded by Art Menard. Motion passed.

Old Business

- a. Due to the covid rate in Clinton County it was discussed and agreed to keep our covid restrictions in place until our next board meeting.
- b. Fundraising- We will be starting our 50/50 Club fundraiser this month. It is our goal to sell 200 tickets @\$10/ticket. Prizes are as follows: 1 - \$500, 1 - \$250 1 - \$100 3 - \$50 winners. .The drawing for prize money will be held at the library on April 16, 2022 at noon. .Tim Gonyo is making/printing the tickets and will deliver them to the library.
- c. Website Upgrades - Tim Gonyo is continuing to work on updating and upgrading our website. Art Menard made the motion to reimburse Tim \$95 for the Form Builder upgrade he purchased for the library website. Seconded by Jenn McIntyre. Motion passed.
- d. Art Donation Curation- Tim Gonyo, Jenn McIntyre and Patty Gaudreau will meet Friday, February 18 at 2:30 to continue working on this. We would like this completed before our 50/50 Club drawing on April 16, 2022.

New Business

- a. Revised Budget - Tim Gonyo presented a revised budget for 2022. Irving Breyette made a motion to revise our 2022 budget as presented by Tim Gonyo. Seconded by Patty Gaudreau. Art Menard abstained. Tim Gonyo Abstained. Motion passed.
- b. Minimum Public Library Standards in New York State - Norma Menard reported the state adopted this in 2018 and libraries were given 2 years to have this in place. The 2 standards that we need to have in place are: 1. Long range/strategic plan 2. Evaluating effectiveness of plan. A committee was organized to work on this plan.
- c. Town Wide Garage Sale - The library will participate in this.

Public Discussion

No community members present

Dates of future meetings

March 15 at 5:30 pm.

Adjournment

Jenn McIntyre made the motion to adjourn at 6:50 pm. Seconded by Irving Breyette.

Minutes by Patty Gaudreau

**Mooers Free Library
Financial Statements
February 15, 2022**

Public support & Rev.	2021 Actual	2022 Budget	Since Last Mtg	2022 Year to Date	17%
1. Town of Mooers	\$ 15,000.00	\$ 15,000	\$ 15,000.00	15,000.00	100%
2. NCCS	\$ 10,500.00	\$ 10,500			0%
3. Gifts and Donations	\$ 1,264.97	\$ 800	\$ 46.64	46.64	6%
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			\$ 250.00	250.00	
9. Bank Interest	\$ 1.88	\$ 1	\$ 0.17	0.17	17%
10. Total Revenue	\$ 28,260.68	\$ 28,000	\$ 15,296.81	15,296.81	55%

Expenses	2021 Actual	2022 Budget	Since Last Mtg	2022 Year to Date	17%
11. Librarian's Salary	\$ 18,112.86	\$ 17,550.00	\$ 2,019.92	\$ 2,019.92	12%
12. Payroll Taxes (FICA, etc)	\$ 1,842.68	\$ 1,665.00	\$ 205.49	\$ 205.49	12%
13. Substitute Staff	\$ -	\$ 100.00			0%
14 Accounting Fees	\$ 589.68	\$ 625.00	\$ 129.60	\$ 129.60	21%
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	\$ 58.83	\$ 58.83	8%
24 Building Repairs		\$ 200.00			
25. Program Supplies, Misc.	\$ 388.33	\$ 500.00	\$ 36.85	\$ 36.85	7%
26. Telephone/Internet/Web	\$ 626.37	\$ 500.00	\$ 29.02	\$ 29.02	6%
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	\$ 60.00	\$ 60.00	20%
29a. Snow Removal					
30. Funds set aside for Reserve					
31. Total Expenses	\$ 27,090.27	28,000	\$ 2,539.71	\$ 2,539.71	9%
32. Excess or Deficit	\$ 1,170.41	\$ -	\$ 12,757.10	\$ 12,757.10	

<i>Checkbook balance as of 2/15/22</i>	\$ 31,131.74
<i>Balance, Construction Acct.</i>	\$ 8,918.52
<i>Friends of the Library acct.</i>	\$ 956.64
Total	41,006.90

MFL Board Meeting Codirectors Report
Stacie Brooks, Lisa DeLong, Norma Menard
February 15, 2022

1. We are excited to be officialy on board as a team and to move on as codirectors. Thank you!
2. We continue to learn, to do our duties, and to meet weekly. At this point, the most urgent task is to complete and submit on time (March 15) the 2021 Annual Report. It is a challenge as none of us know what was done last year that would help us answer the questions. Jenny will work with us on some sections of the 53-page report. (Note: At today's meeting, 2/17/22, it was clarified that the report is due March 1st to CEFLS. They then send all reports to New York State by March 15th)
3. It was while working on the Annual Report that the 14 Minimum Public Library Standards came to our attention and so we asked that it be included in the agenda.
4. Programs and Services
 - a. OATS (Older Adults Technology Services) *Train the Trainer* started 2/14. Participants commit to attending all nine 75-minute sessions plus home practice. There is a potential of \$2000-\$3000 remuneration from OATS. Champlain Technologies has been contacted to upgrade our Wifi which is a must for Senior Planet programming.
 - b. We hope to apply for a mini-grant from the Office of the Aging, "Building Social Connections" due March 15 for up to \$2500. The grant target goals fit right in with our programming for older adults.
 - c. "*Supercharged Storytime*" training starts March 3. Lisa and I have signed up. Another series will be offered in April.
 - d. Lisa and Stacie have started making short videos on our services. Perry, (Lisa's son) and Tim helped to orient us on smart TV, Zoom and Facebook Live.
 - e. Stacie continues to work on materials, including Libby app for EBooks, rotating collection, Reader Ready section. A brief survey of needs will help decide what books to purchase for the \$250 received from Lake Placid Educational Foundation through CEFLS.
 - f. We are giving out COVID test kits. Lisa will get more as needed.
 - g. We plan an Easter Egg Hunt (outdoors) on Saturday, April 16.
5. Our Activity Data is up 48%...an increase of 40 from 83 in January 2021 to 123 in January 2022. February 2022 also appears busier than February 2021.

