

# Mooers Free Library

## Board of Trustees Meeting

Monday, April 16, 2019 @ 5:15 PM

Mooers Free Library, 25 School Street, Mooers NY 12958

President Tim Gonyo called the meeting to order at 5:18 p.m. following with the pledge of allegiance. Present were Tim Gonyo, Art Menard, Irving Breyette, Gerald LaValley, Patty Gaudreau and Library Director Jenny Lavigne.

### **Adoption of Agenda**

Art Menard made the motion to adopt the agenda. Seconded by Patty Gaudreau

### **Secretary's Report:**

Irving Breyette made the motion to accept the report. Seconded by Art Menard.

### **Correspondence**

Solar Wind Farm would like to set a fundraising goal - \$3000. This can be used to help with our landscaping. We will add this information to the library web page. Tim will do this

We need to apply for a year extension on our grant. Forms need to be completed by June 30. Art will complete the necessary paperwork for this.

### **Director's Report**

Attached.

### **Treasurer's Report**

Report attached.

### **Old Business**

- A. Grant committee will meet again to discuss needed purchases.
- B. Jenny and Tim applied for the Tobacco Settlement Grant for \$10,000. We should know by April 12 and it was discussed we would use this for landscaping and possibly a gazebo.
- C. Art will follow through on the Billy Jones Grant.
- D. Patty will contact JP designs concerning new sign for the library.

### **New Business**

- A. Book drop injury - Jenny will contact insurance company concerning a patron's finger injury from the bookdrop. We need to develop a form for personal injury at the library. Jenny will check into this.
- B. Plaque request - Wayne Evans would like a plaque for the people who got the land ready for building. Tim will take care of this. We agreed on a \$250 brick.

### **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: changes are bold-faced and these meetings will be held on Tuesdays....**5/21/19, 6/18/19**, 7/8/19, 8/12/19, 9/9/19, 10/14/19, 11/11/19, and 12/9/19

### **Adjournment**

Motion to adjourn at 6:32 by Art Menard. Seconded by Gerald LaValley

Minutes by Patty Gaudreau - secretary



**Mooers Free Library  
Financial Statements  
April 16, 2019**

<b>Public support &amp; Rev.</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Since Last Mtg</b>	<b>2019 Year to Date</b>	<b>25%</b>
1. Town of Mooers	\$ 15,000.00	\$ 15,000		15,000.00	100%
2. NCCS	\$ 10,000.00	\$ 10,000			0%
3. Gifts and Donations	\$ 4,106.00	\$ 1,000	\$ 500.00	500.00	50%
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		\$ 11.28	14.28	
9. Bank Interest	\$ 1.08	\$ 1	\$ 0.34	0.51	51%
<b>10. Total Revenue</b>	<b>\$ 32,178.59</b>	<b>\$ 29,051</b>	<b>\$ 511.62</b>	<b>15,514.79</b>	<b>53%</b>

<b>Expenses</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Since Last Mtg</b>	<b>2019 Year to Date</b>	<b>25%</b>
11. Librarian's Salary	\$ 15,105.56	\$ 16,250.00	\$ 1,064.35	\$ 3,725.24	23%
12. Payroll Taxes (FICA, etc)	\$ 3,809.71	\$ 2,000.00	\$ 295.76	\$ 1,039.01	52%
13. Substitute Staff	\$ -	\$ 500.00			0%
14 Accounting Fees	\$ 570.00	\$ 600.00	\$ 48.60	\$ 193.20	32%
15. Book Purchases	\$ 148.58	\$ 1,000.00			0%
16. Automation Contract	\$ 770.40	\$ 800.00	\$ 808.92	\$ 808.92	101%
17. ICICILL-ICEPEC License	\$ 140.00	\$ 150.00		\$ 140.00	93%
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	\$ 287.19	\$ 860.40	43%
23. Electricity	\$ 777.20	\$ 1,000.00	\$ 71.80	\$ 321.38	32%
24 Building Repairs					
25. Program Supplies, Misc.	\$ 742.16	\$ 1,000.00	\$ 319.99	\$ 365.77	37%
26. Telephone/Internet/Web	\$ 343.33	\$ 350.00	\$ 294.81	\$ 380.52	109%
27. POB Rental	\$ 116.00	\$ 120.00	\$ 120.00	\$ 120.00	100%
28, Insurance D&O/WorkComp/DB	\$ 1,682.89	\$ 1,750.00		\$ 150.25	9%
29, Trash Removal	\$ 338.00	\$ 320.00	\$ 280.00	\$ 280.00	88%
29a. Snow Removal					
30. Funds set aside for Reserve	\$ 5,930.37	\$ 1,181.00			0%
<b>31.Total Expenses</b>	<b>\$ 32,178.59</b>	<b>29,051</b>	<b>\$ 3,591.42</b>	<b>\$ 8,384.69</b>	<b>29%</b>
<b>32. Excess or Deficit</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,079.80)</b>	<b>\$ 7,130.10</b>	

Checkbook balance as of 4/15/19	\$ 19,068.06
Balance, Construction Acct.	\$ 41,752.38
Friends of the Library acct.	\$ 669.83
<b>Total</b>	<b>61,490.27</b>



## Director's Report 4/16/19

**Summer Reading Program** workshop (held Thursday 3/14): This was a lot of fun. I was also able to meet several other librarians from the system and lunch was provided by CEF. We did several activities that can be done at the library for the summer reading program. We built rockets, did an activity incorporating the phases of the moon, and made craters, just to name a few. We were given handouts with instructions for all of the activities as well as books that would pair well with it. CEF had a raffle at the end which I won. They gave us some di-cuts and stickers to use to build rockets, some buttons with space themed pictures on them, a pumice stone, and a water bottle. All of these will be useful when doing activities this summer!

I registered the library on StarNet, which is offering free resources to libraries for the "Universe of Stories" summer reading program. Our library will also be listed on their Summer of Space map that will let people know we are participating.

NNLM offering exploring genetics with teens kits for member libraries so I requested one. It looks like there will be materials that could be useful for the summer reading program.

**Events:** Dr. Seuss Story-time: This event was originally scheduled for March 23<sup>rd</sup> but I ended up not being able to open the library that day due to the snow. I rescheduled the event for the following weekend (March 30<sup>th</sup>) but no one showed up to attend.

I will be doing an egg hunt in the library this Saturday (4/20).

**Funding:** Amazon Smiles- CEFLS is part of the Amazon smiles program so we can get patrons to go to [smiles.amazon.com](https://smiles.amazon.com) and select CEFLS as their charitable organization. We might even be able to put Mooers Free Library specifically but I haven't been able to figure it out.

If we aren't awarded the Tobacco Settlement I can still request gardening supplies from the health department.

**Miscellaneous:** Some people have been using our parking lot if the school's is full. It hasn't been an issue and I don't think it will be in the future.

We have a lot of books that are stuck in cataloging so I have been working on finding them and scanning them into the system.

I am going to start looking into order books for the library. I am still weeding through the donations we have received and am going to stop accepting donations for a little while so I can get things cleared up.

Irving donated Polyurethane for the new book shelves.