

## **Mooers Free Library Board of Trustees Meeting**

Tuesday, April 20, 2021 @ 5:00 PM

Mooers Free Library, 25 School Street, Mooers NY 12958

*\*Due to Covid-19 members met remotely via Zoom*

**President Tim Gonyo called the meeting to order at 5:05 p.m. following with the pledge of allegiance. Present were Tim Gonyo, Art Menard, Patty Gaudreau, Irving Breyette, Marilyn Willette, Gerald LaValley, Jenn McIntyre, and Library Director Jenny Lavigne.**

### **Adoption of Agenda**

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

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

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

### **Correspondence**

- a. A donation of \$50.00 was received from Joyce Roberts for Library Giving Day.
- b. Jenny Lavigne was in contact with Pam Boulerville regarding giving away tree saplings at the library. The deadline was missed this year. We are interested in offering this next year.

### **Director's Report**

Jenny Lavigne mentioned she has difficulty at times with recording her read alouds. The sound and picture are often not clear. Tim Gonyo researched HD cameras with built in microphones and found one that would be acceptable for the library.

A motion was made by Art Menard to purchase a HD camera with a built in microphone for the library. Seconded by Gerald LaValley. Motion passed.

See attached for complete report.

### **Treasurer's Report**

See attached

### **Old Business**

- a. Shelving - Elizabethtown Library is interested in both wooden shelves that housed our children's collection. Ticonderoga is also interested if Elizabethtown doesn't take them.
- b. Frames for artwork - Frames are built and being painted and assembled. Art Meseck has generously supplied the wood and custom cut it to fit the frames.
- c. Porch posts - Dick Boulerville is unable to build the posts due to surgery. Art Menard and Gerald LaValley will look for materials and Gerald has offered to build and install the posts. They will keep the board informed of their progress on this.
- d. Fir tree - Tim Gonyo discussed places to look for a fir tree for the library. Several board members had suggestions as to where to look as well and will pursue this.

### **New Business**

- a. Computer use - Library Director, Jenny Lavigne is fully vaccinated and will start allowing patrons to sign up for 45 minutes sessions beginning on May 1. Computers will be cleaned after each use.
- b. Community room - Art Menard discussed opening up the community room again. Jenny will discuss this at her meeting this week with CEFLS.

### **Public Discussion**

No community members present

## Dates of future meetings

May 18, 2021 @ 5:00 p.m.

## Adjournment

Irving Breyette made the motion to adjourn at 5:53 . Seconded by Gerald LaValley.

Minutes by Patty Gaudreau - secretary



**Mooers Free Library  
Financial Statements  
April 20, 2021**

<b>Public support &amp; Rev.</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>Since Last Mtg</b>	<b>2021 Year to Date</b>	<b>33%</b>
1. Town of Mooers	\$ 15,000.00	\$ 15,000		15,000.00	100%
2. NCCS	\$ 10,500.00	\$ 10,500			0%
3. Gifts and Donations	\$ 1,980.53	\$ 800	\$ 35.08	81.85	10%
4. Local Library Service	\$ 995.17	\$ 1,110			0%
5. Copier Usage		\$ 15			0%
6. Library Charges		\$ 15			0%
7. Sale of Books		\$ 59			0%
8. Fundraisers	\$ -	\$ 500			0%
8a. Other Income, Reimbursement					
9. Bank Interest	\$ 1.65	\$ 1	\$ 0.22	0.71	71%
<b>10. Total Revenue</b>	<b>\$ 28,477.35</b>	<b>\$ 28,000</b>	<b>\$ 35.30</b>	<b>15,082.56</b>	<b>54%</b>

<b>Expenses</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>Since Last Mtg</b>	<b>2021 Year to Date</b>	<b>33%</b>
11. Librarian's Salary	\$ 16,900.00	\$ 17,550.00	\$ 2,025.00	\$ 5,400.00	31%
12. Payroll Taxes (FICA, etc)	\$ 1,292.98	\$ 1,343.00	\$ 246.12	\$ 511.60	38%
13. Substitute Staff	\$ -	\$ 100.00			0%
14 Accounting Fees	\$ 660.96	\$ 540.00	\$ 48.60	\$ 194.40	36%
15. Book Purchases	\$ 70.00	\$ 1,000.00			0%
16. Automation Contract	\$ 919.37	\$ 900.00			0%
17. ICICILL-ICEPEC License		\$ 150.00		\$ 70.00	47%
18 Movie Licensing	\$ -	\$ 100.00			0%
19. Postage		\$ 10.00			0%
20 Serial Purchases					
21. Equipment/Computers	\$ 669.99	\$ 300.00			0%
22. Fuel	\$ 1,431.79	\$ 1,600.00		\$ 314.27	20%
23. Electricity	\$ 715.73	\$ 750.00	\$ 71.11	\$ 195.99	26%
24 Building Repairs		\$ 232.00			
25. Program Supplies, Misc.	\$ 125.81	\$ 700.00		\$ 12.60	2%
26. Telephone/Internet/Web	\$ 362.15	\$ 400.00	\$ 263.47	\$ 353.23	88%
27. POB Rental	\$ 120.00	\$ 125.00		\$ 122.00	98%
28, Insurance D&O/WorkComp/DB	\$ 1,861.27	\$ 1,900.00			0%
29, Trash Removal	\$ 150.00	\$ 300.00	\$ 60.00	\$ 150.00	50%
29a. Snow Removal					
30. Funds set aside for Reserve					
<b>31.Total Expenses</b>	<b>\$ 25,280.05</b>	<b>28,000</b>	<b>\$ 2,714.30</b>	<b>\$ 7,324.09</b>	<b>26%</b>
<b>32. Excess or Deficit</b>	<b>\$ 3,197.30</b>	<b>\$ -</b>	<b>\$ (2,679.00)</b>	<b>\$ 7,758.47</b>	

Checkbook balance as of 4/15/21	\$ 24,962.70
Balance, Construction Acct.	\$ 8,473.47
Friends of the Library acct.	\$ 956.64
<b>Total</b>	<b>34,392.81</b>

# **Director's Report April 2021**

## **Summer Reading Program**

I attended the virtual summer reading workshop hosted by CEF and so I have started planning. For attending the workshop, we received a roll your own story activity. You roll 3 blocks to get a character, and action, and a location and then let the kids use their imagination to make up a story and draw a picture.

Also for the summer CEF created a Gnoming around game. David designed a gnome sign that will travel to the different libraries in the system. Patrons take a picture with it and submit it on social media or by email to win a prize bag. They thought it would be a great way to promote all the libraries in the system.

CEF also got funding to offer a free music program at 12 libraries this summer but they need to have a covered outdoor area for set up. We tentatively will get to host the program. We aren't sure if our pop up awning is big enough. Anja was going to see if we could also use CEFs pop up. So, I will let you know when I know more.

## **Programming**

I am still doing story time videos. I was having trouble uploading the recordings so for the last 2 videos I tried doing Facebook live but the sound quality is not good streaming from my phone. So, I am probably going to record a video for this week and figure out if maybe streaming from the desktop computer would be better or perhaps getting a microphone.

## **Library System Discussions**

Most libraries in the system are reducing the amount of time they quarantine materials to 1-2 days. Most reports are now saying that it is a low chance of transferring the virus on physical surfaces

There was a discussion on our zoom about E-rates and possibly applying for it as a system. The E-rate program provides discounts to assist eligible schools or libraries to obtain affordable internet access and telecommunication services. The discount can be anywhere from 20-90% depending on the circumstances. From my understanding it is not something we would be eligible for on our own and the deadline for this year has passed but I will let you know more if the system decides to do it.

CEF hosted a Diversity workshop today so which I signed up for. It focused on creating inclusive and welcoming environments.