

# Mooers Free Library

## Board of Trustees Meeting

Tuesday, May 21, 2019 @ 5:15 PM

Mooers Free Library, 25 School Street, Mooers NY 12958

### \*\*\*\*Amended minutes August 19, 2019

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

#### **Adoption of Agenda**

Erin Streiff made the motion to adopt the agenda. Seconded by Jenn McIntrye

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

Jenn McIntrye made the motion to accept the report. Seconded by Art Menard.

#### **Correspondence**

Solar Wind Farm made bookmarks. Some board members took some to disperse.

\*\*\*\* Jenny wrote an article for the library in Fire Department Newsletter.

Minimum Public Library standards are changing as of 1/20-/21. We are not affected by this.

Library received certificate for "National Network of Libraries of Medicine"

Dannemora would like our old tall stacks/shelves when we receive our new ones.

#### **Director's Report**

Attached.

#### **Treasurer's Report**

Report attached.

#### **Old Business**

- A. Jenn and Patty ordered new furniture for the lobby, it will be here next week.
- B. Tobacco Settlement Grant -still waiting to hear if we will get this
- C. Grant extension was approved- we have until 6/20 to purchase items approved through grant. It was agreed to get everything completed as soon as possible.
- D. Patty will contact JP designs concerning new sign for the library.

### **New Business**

Friends of the library will have a yard sale on June 8. They are looking for volunteers to help set up and work at the yard sale. Patty and Jenn offered to come Friday, June 7 at 3:00 to help. They will be sending an email with sign up times.

Art will contact Leon Duprey concerning mowing.

Art will contact Dick Bulriss about posts for porch and the possibility of the town delivering topsoil.

Jenn and Patty will coordinate school visits for the library.

### **Public Discussion**

Norma Menard was present and discussed the yard sale.

### **Dates of future meetings**

\*\*\*\*It was agreed to have future meetings the 3rd Tuesday of each month on the following dates:

"...6/18/19, 7/8/19, 8/20/19,9/9/19, 10/15/19,11/19/19, and 12/17/19

### **Adjournment**

Motion to adjourn at 6:20 by Patty Gaudreau, Seconded by Irving Breyette

Minutes by Patty Gaudreau - secretary

**Mooers Free Library  
Financial Statements  
May 21, 2019**

- end of May

<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>42%</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	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		\$ 50.00	64.28	
9. Bank Interest	\$ 1.08	\$ 1	\$ 0.15	0.66	66%
<b>10. Total Revenue</b>	<b>\$ 32,178.59</b>	<b>\$ 29,051</b>	<b>\$ 50.15</b>	<b>15,564.94</b>	<b>54%</b>

<b>Expenses</b>	<b>2018 Actual</b>	<b>2019 Budget</b>	<b>Since Last Mtg</b>	<b>2019 Year to Date</b>	<b>42%</b>
11. Librarian's Salary	\$ 15,105.56	\$ 16,250.00	\$ 1,596.53	\$ 5,321.77	33%
12. Payroll Taxes (FICA, etc)	\$ 3,809.71	\$ 2,000.00	\$ 440.81	\$ 1,479.82	74%
13. Substitute Staff	\$ -	\$ 500.00			0%
14 Accounting Fees	\$ 570.00	\$ 600.00	\$ 48.60	\$ 241.80	40%
15. Book Purchases	\$ 148.58	\$ 1,000.00			0%
16. Automation Contract	\$ 770.40	\$ 800.00		\$ 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		\$ 860.40	43%
23. Electricity	\$ 777.20	\$ 1,000.00	\$ 138.82	\$ 460.20	46%
24 Building Repairs					
25. Program Supplies, Misc.	\$ 742.16	\$ 1,000.00		\$ 365.77	37%
26. Telephone/Internet/Web	\$ 343.33	\$ 350.00	\$ 27.86	\$ 408.38	117%
27. POB Rental	\$ 116.00	\$ 120.00		\$ 120.00	100%
28, Insurance D&O/WorkComp/DB	\$ 1,682.89	\$ 1,750.00	\$ 277.00	\$ 427.25	24%
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%
<b>31.Total Expenses</b>	<b>\$ 32,178.59</b>	<b>29,051</b>	<b>\$ 2,529.62</b>	<b>\$ 10,914.31</b>	<b>38%</b>
<b>32. Excess or Deficit</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,479.47)</b>	<b>\$ 4,650.63</b>	

Checkbook balance as of 5/21/19	\$ 16,588.59
Balance, Construction Acct.	\$ 41,752.38
Friends of the Library acct.	\$ 669.83
<b>Total</b>	<b>59,010.80</b>

## **Directors Report –May 21, 2019**

4/20/19-There was a leak in the roof by entrance, Ron tightened some screws but the next time it rained (5/3/2019) it leaked again this time he patched it, he wants to wait to make sure it holds before fixing the ceiling.

I have created an incident report form in case we have any more injuries on the premises in the future. A director at a different library suggested we include theft on the forms as well.

### **Events**

I had an Easter Egg hunt (4/20/2019). It went well but was over in like 10 minutes. I had some leftover candy so I did a round 2 for the kids that were still around. The event attendance was great we had 17 kids and 13 adults. I also printed out some Easter coloring pages for the kids and several of the families stayed on got on the computers afterwards.

Library Crawl: The library in Champlain has organized a library crawl in June and I agreed to participate. Patrons need to visit 3 participating libraries in the system and get their "passport" stamped. The passports then are entered into a raffle for prizes. They just ask that we have an activity that day so I am going to have coloring pages printed out.

Mountain Lake PBS had sent a programming kit to Olivia and they want to partner to run it again. So I am going to hold off and run it as part of the summer reading program, the kit has materials to make constellations out of toothpicks and marshmallows so it'll fit the "Universe of Stories" theme.

### **Miscellaneous**

A journalism student called to set up an interview in regards to the tobacco settlement and community garden (4/24/2019). So I met up with her at the library on a Wednesday so she could get footage of the library for her assignment. She actually had to leave and come back because she didn't have a battery for her camera but we got it done eventually.

I was able to get the books stuck in cataloging down to 88. I have to finish going through to make sure they weren't assigned the wrong call numbers.

CEF turned me on to Underserved Communities Library Program that is offering free books of poetry, fiction and nonfiction to 60 libraries. I signed up for it and if we are selected the books will be delivered in September.

The Northern Adirondack Library Association meeting is going to be held in the next couple weeks and I should be able to attend.

Working on applying for a Summer Reading Program mini grant through CEF for \$200 (I believe it is the same grant Olivia applied for last year).