



**Moors Free Library  
Board of Trustees Meeting  
Tuesday, June 21, 2022 – 5:30 PM  
Moors Free Library, 25 School Street, Moors, 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. Treasurer's Report
7. Director's Report/Committee Reports
8. Old Business
  - a. Town Wide Garage Sale
  - b. Art Donation Curation/Auction-Sale
  - c. Senior Planet
  - d. Policies – Continued
  - e. Other Old Business
9. New Business
  - a. 501c3 Application
  - b. Strategic Plan Evaluation
  - c. Other New Business
10. Period for Public Expression (5 Minute Limit)
11. Dates of Future Meetings – July 19, 2022
12. Adjournment

# **M I N U T E S**

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

Tuesday, June 21, 2022 @ 5:30 PM

Mooers Free Library, 25 School Street, Mooers NY 12958

**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, Patty Gaudreau, Irving Breyette, Jenn McIntyre, Gerald LaValley and co-directors - Norma Menard, Lisa DeLong and Stacie Brooks.**

## **Adoption of Agenda**

Irving Breyette made the motion to adopt the agenda. Seconded by Jenn McIntyre. Motion passed.

## **Secretary's Report**

Jenn McIntyre made the motion to adopt the report. Seconded by Marillyn Willette. Motion passed.

## **Correspondence**

## **Treasurer's Report**

See attached

## **Director's Report**

See Attached

## **Old Business**

- a. Town Wide Yard Sale- We made about \$400 from our Library yard sale.
- b. Art Donation Curation/Auction Sale - We are all set to hang the art work on the walls in the community room and library.
- c. Senior Planet - see Director's report for information regarding this.
- d. Policies - Tim Gonyo continues to work on updating, as well as adding new policies. The policy committee will review these and then construct a policy book to be presented to the board for input and approval.
- e. Trees/Grounds- Art Menard reported that the town will remove the fallen tree limbs on the library property once it is dry enough to drive heavy machinery on the lawns.

## **New Business**

- a. 501c3 Application- Art Menard and the co-directors have helped Tim Gonyo to complete and submit the application.
- b. Strategic Plan Evaluation - Strategic Plan evaluation is one of the New York State Public Library Minimum Standards. We are doing well on meeting most of the strategic goals. Goal 5b- Building an electronic database of donors needs to be worked on.
- c. Read Squared - Stacie Brooks has set up an account for this. It is a free reading tracker.
- d. Champlain Technology Group(CTG)- CTG has invited the library to table at their annual open house event in August.

## **Public Discussion**

No community members present

## **Dates of future meetings**

July 19 at 5:30 pm.

## **Adjournment**

Gerald LaValley made the motion to adjourn at 6:20 pm. Seconded by Art Menard

Minutes by Patty Gaudreau

**MOOERS FREE LIBRARY  
FINANCIAL STATEMENTS  
June 21, 2022**

<b>Public support &amp; Rev.</b>	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>Since Last Mtg</b>	<b>2022 Year to Date</b>	<b>50%</b>
1. Town of Mooers	\$ 15,000.00	\$ 15,000	\$ -	15,000.00	100%
2. NCCS	\$ 10,500.00	\$ 10,500	\$ -	-	0%
3. Grants		\$ 500		5,250.00	1050%
4. Gifts and Donations	\$ 1,264.97	\$ 1,000		81.62	8%
5. Local Library Service Aid (CEFLS)	\$ 1,443.83	\$ 1,110		138.20	12%
6. Copier Usage		\$ 14	\$ -	-	0%
7. Library Charges	\$ 50.00	\$ 14	\$ -	-	0%
8. Sale of Books		\$ 60	\$ -	-	0%
9. Reserve Funds		\$ 1,000	\$ -	-	0%
10. Fundraisers	\$ -	\$ 2,300	\$ 453.35	2,403.35	104%
11. Other Income, Reimbursement	\$ -	\$ -		50.00	0%
12. Bank Interest	\$ 1.88	\$ 2	\$ 0.22	1.22	61%
<b>13. Total Revenue</b>	<b>\$ 28,260.68</b>	<b>\$ 31,500</b>	<b>\$ 453.57</b>	<b>22,924.39</b>	<b>73%</b>
<b>Expenses</b>					
	<b>2021 Actual</b>	<b>2022 Budget</b>	<b>Since Last Mtg</b>	<b>2022 Year to Date</b>	<b>50%</b>
14. Librarian's Salary	\$ 18,112.86	\$ 18,550.00	\$ 1,752.18	\$ 8,574.49	46%
15. Payroll Taxes (FICA, etc)	\$ 1,842.68	\$ 1,750.00	\$ 178.26	\$ 872.31	50%
16. Substitute Staff	\$ -	\$ 100.00		\$ 50.00	50%
17 Accounting Fees	\$ 589.68	\$ 685.00	\$ 61.56	\$ 375.84	55%
18. Insurance D&O/WorkComp/DBL	\$ 1,872.72	\$ 2,000.00		\$ -	0%
19. Book/Media Purchases	\$ 33.90	\$ 2,000.00		\$ 294.62	15%
20. Automation Contract	\$ 891.83	\$ 940.00		\$ 936.43	100%
21. ICICILL-ICEPEC License	\$ 70.00	\$ 150.00		\$ 70.00	47%
22 Movie Licensing	\$ 145.00	\$ 150.00	\$ -	\$ -	0%
23. Postage	\$ -	\$ 50.00	\$ -	\$ -	0%
24. Equipment/Computers	\$ 127.46	\$ 300.00	\$ 833.53	\$ 993.69	331%
25. Fuel	\$ 1,106.88	\$ 1,335.00		\$ 1,115.07	84%
26. Electricity	\$ 770.56	\$ 850.00	\$ 82.37	\$ 396.78	47%
27 Building Repairs	\$ -	\$ 200.00	\$ -	\$ -	0%
28. Program Supplies, Misc.	\$ 388.33	\$ 600.00	\$ 399.80	\$ 436.65	73%
30. Telephone/Internet/Web	\$ 626.37	\$ 600.00	\$ 160.59	\$ 596.46	99%
31. POB Rental	\$ 122.00	\$ 130.00		\$ 130.00	100%
32, Trash/Snow Removal	\$ 390.00	\$ 100.00	\$ -	\$ 60.00	60%
33. Fund Raising Payout	\$ -	\$ 1,000.00		\$ 900.00	90%
34. Funds set aside for Reserve	\$ -	\$ 10.00	\$ -	\$ -	0%
<b>35.Total Expenses</b>	<b>\$ 27,090.27</b>	<b>31,500</b>	<b>\$ 3,468.29</b>	<b>\$ 15,802.34</b>	<b>50%</b>
<b>36. Excess or Deficit</b>	<b>\$ 1,170.41</b>	<b>\$ -</b>	<b>\$ (3,014.72)</b>	<b>\$ 7,122.05</b>	

<b>Checkbook balance as of 6/21/22</b>	\$ 24,188.47
<b>Balance, Construction Acct.</b>	\$ 8,918.52
<b>Friends of the Library acct.</b>	\$ 956.64
<b>Total</b>	<b>\$ 34,063.63</b>

## 6/21/2022 Co-Directors Report

Stacie Brooks, Lisa Delong, and Norma Menard

In late May Stacie was able to add three area passes for patrons to use that will give them discounts when visiting Fort Ticonderoga, The Wild Center or Echo.

Our grant proposal, "Tech-Up for All" was submitted on May 31<sup>st</sup> to Lake Placid Foundation. We are requesting \$4,340 towards the upgrade of the library equipment.

Senior Planet Update: The Chrome Essentials 5-week course ended with a celebration on June 10<sup>th</sup>. Eight participants finished, though one could not attend the last class because of health issues in the family. After receiving their certificates of completion, everyone enjoyed pizza and fruit for lunch. Tim and Stacie completed the Train the Trainer for presenters. Before completion we were able to help a participant with a "one on one" session on a Saturday. The 2022 Quarter 3 schedule of lectures and workshops is out and flyers were handed out at the town board meeting. Another \$2000 of SP programming was deposited in our account. We have received a total Senior Planet grant of \$7000.

Norma attended the Zoom presentation on May 19th for the PLA Digital Literacy Workshop Incentive Office Hour. We opted not to pursue the financial incentive as it requires promoting its sponsor, AT&T, that would potentially conflict with Senior Planet. However, the big takeaway for us is the web-based DigitalLearn.org courses for our patrons who shy away from group presentations.

On June 11<sup>th</sup> we participated in the Mooers Town Wide Garage Sale. We received donated items as well as baked goods that brought in \$400. We were able to have an open house that brought new patrons into the library. We added five new patrons! Lisa and Stacie ran the Library while Patty, Jennifer, Marilyn, Betty and Frank Ashline, Gloria Lafountain, and Tim helped with the sale. We also started the summer Find the Gnome program on that day and two young ladies were the first to submit their pictures with the gnome! During the sale we were able to make a few connections to community linkages Carrie Dominic, Cornerstone Books as well as John Nelson with Nelson's Book Sales. Champlain Technology Group came to get the remaining items from our sale for their upcoming garage sale.

Stacie has spent some time "Changing up" the children's section of the Library. We have started decorating and prepping for the summer reading program- "Oceans of Possibilities" by adding some fun books and Ocean props to the middle section of the Library. Patrons of all ages are invited to sign up for the summer reading program. We will be using ocean related themes that will change every two weeks for a total of 8 weeks starting in July. We will continue to offer our 2<sup>nd</sup> Saturday Specials built around the themes as well as sprinkling in STEAM components.

Norma and Art are officially beginning the Technology, Coffee and Conversations as the Office for the Aging (OFA) mini grant contract is fully signed. They attended a Zoom presentation on 6/14/22, *How to Maintain Mental Health While Caregiving*. It was an excellent presentation, plus they made some community linkages. The OFA Director, Darleen Collins, is someone they know. The presenter, Valarie Drown, who once lived in Mooers will be happy to come and present in person if we can get people together.

Library usage: May 2022 showed a 126% increase in visits compared to May 2021 (253 in May 2022, and 112 in May 2021).