

Mooers Free Library

Board of Trustees Meeting

Tuesday, August 18, 2020 @ 5:15 PM

Mooers Free Library, 25 School Street, Mooers NY 12958

**Due to Covid-19 all attendees were socially distanced and wore masks during the meeting.*

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

Absent: Jenn McIntyre, Erin Streiff

Adoption of Agenda

Irving Breyette made the motion to adopt the agenda. Seconded by Gerald LaValley.

Secretary's Report:

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

Correspondence

A donation for \$50 in memory of Peter R. Webb and a donation for \$100 from Beverly Sears for large print books in memory of her sister Barbara Hall were received.

Director's Report

See attached.

Treasurer's Report

See attached

Old Business

- a. Mike Menard submitted a bid to install a water softener with 2 filters for \$1614.90
Patty Gaudreau made the motion to accept this bid. Seconded by Gerald LaValley. *Motion Passed*
- b. Art Menard's current laptop he uses is outdated and unable to support the new Quickbooks. Quickbook is the program he uses to complete the library's financial reports. Discussion was held and Tim Gonyo suggested using money from the Adirondack Tech Grant to purchase a new laptop and software for Quickbooks. Jenny LaVigne will contact Mike Spofford about purchasing the laptop and license for Quickbooks with grant money. Tim will research laptops/prices. Art Menard made the motion to purchase a laptop and software using grant money. Seconded by Irving Breyette. *Motion Passed.*
- c. Tim Gonyo discussed purchasing a 12 x 24 shed from Maicus Building Supplies at a cost of \$5795. Irving Breyette offered to call and get prices/additional

information. Patty Gaudreau will also get prices on sheds from Adirondack Sheds.

New Business

- a. Sexual Harassment Prevention Training needs to be completed by all board members yearly. Jenny sent board members information on the training.

Public Discussion

No community members present

Dates of future meetings

Next meeting is on September 15 @ 5:15 p.m.

Adjournment

Art Menard made the motion to adjourn at 6:13 . Seconded by Patty Gaudreau.

Minutes by Patty Gaudreau - secretary

**Moors Free Library
Financial Statements
August 18, 2020**

Public support & Rev.	2019 Actual	2020 Budget	Since Last Mtg	2020 Year to Date	67%
1. Town of Moors	\$ 15,000.00	\$ 15,000		15,000.00	100%
2. NCCS	\$ 10,000.00	\$ 10,000			0%
3. Gifts and Donations	\$ 800.00	\$ 2,000	\$ 88.10	158.31	8%
4. Local Library Service	\$ 1,619.00	\$ 1,749			0%
5. Copier Usage		\$ 100		10.00	10%
6. Library Charges	\$ 182.80	\$ 50		3.35	7%
7. Sale of Books		\$ 100		3.50	4%
8. Fundraisers	\$ -	\$ 2,000		200.00	10%
8a. Other Income, Reimbursement	\$ 64.28				
9. Bank Interest	\$ 1.53	\$ 1	\$ 0.13	1.16	116%
10. Total Revenue	\$ 27,667.61	\$ 31,000	\$ 88.23	15,376.32	50%

Expenses	2019 Actual	2020 Budget	Since Last Mtg	2020 Year to Date	67%
11. Librarian's Salary	\$ 14,336.62	\$ 16,900.00	\$ 1,104.29	\$ 8,834.32	52%
12. Payroll Taxes (FICA, etc)	\$ 4,132.47	\$ 4,475.00	\$ 300.56	\$ 2,446.48	55%
13. Substitute Staff	\$ -	\$ 300.00			0%
14 Accounting Fees	\$ 607.92	\$ 665.00	\$ 55.08	\$ 440.64	66%
15. Book Purchases		\$ 1,000.00		\$ 70.00	7%
16. Automation Contract	\$ 808.92	\$ 825.00		\$ 849.37	103%
17. ICICILL-ICEPEC License	\$ 140.00	\$ 150.00			0%
18 Movie Licensing	\$ 20.00	\$ 150.00			0%
19. Postage		\$ 25.00			0%
20 Serial Purchases					
21. Equipment/Computers	\$ 46.00	\$ 150.00			
22. Fuel	\$ 1,098.96	\$ 1,800.00		\$ 1,277.10	71%
23. Electricity	\$ 889.37	\$ 1,000.00	\$ 47.04	\$ 401.52	40%
24 Building Repairs		\$ 250.00			
25. Program Supplies, Misc.	\$ 374.74	\$ 750.00		\$ 8.64	1%
26. Telephone/Internet/Web	\$ 623.55	\$ 335.00	\$ 58.66	\$ 244.38	39%
27. POB Rental	\$ 120.00	\$ 125.00		\$ 120.00	96%
28, Insurance D&O/WorkComp/DB	\$ 1,962.29	\$ 1,800.00		\$ 1,295.59	72%
29, Trash Removal	\$ 280.00	\$ 300.00		\$ 90.00	30%
29a. Snow Removal					
30. Funds set aside for Reserve					
31.Total Expenses	\$ 25,440.84	31,000	\$ 1,565.63	\$ 16,078.04	52%
32. Excess or Deficit	\$ 2,226.77	\$ -	\$ (1,477.40)	\$ (701.72)	

Check balance as of 8/18/20	\$ 13,354.66
Balance, Construction Acct.	\$ 9,970.23
Friends of the Library acct.	\$ 956.64
Total	24,281.53

Director's Report August 18, 2020

We've been open to the public for a couple weeks now. It's been going okay. We haven't had a lot of patrons coming in expect for interlibrary loan pick-up. So far I haven't had any issues with people wearing masks and I've been able to sanitize surfaces between patrons.

Weeding books: There are some books that we have duplicate copies of so I've been pulling doubles from the shelves to withdraw from the collection. Eventually I won't to go through the whole collection and start weeding out books that haven't been checked out in a long time or that have outdated material. CEFLS is enrolled in a Sustainable Shelves Program with Baker & Taylor were they can send weeded materials to them and receive credit and they asked if any member libraries would be interested in contributing so I told them we would. Baker & Taylor requires a minimum of 750 items which is why I didn't think it prudent to set up our own account because we'd never reach that number on our own.

For the month of August Hannaford is sponsoring CEFLS for the Hannaford Helps bags. So, for every bag purchased Hannaford will donate \$1 to the library system.

I'm still posting story time videos about once a week, they're getting a decent amount of views. I didn't receive any summer reading logs by the deadline I posted which I kind of expected.