



**Moors Free Library  
Board of Trustees Meeting  
Tuesday, September 20, 2022 – 5:30 PM  
Moors Free Library, 25 School Street, Moors, NY 12958**

## **Agenda**

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

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. Art Donation – Auction Plans
  - b. Policies – Continued
  - c. Meeting Frequency Discussion
  - d. Other Old Business
9. New Business
  - a. Spark Book Fair
  - b. Annual Meeting/Report to the Community Preparation
  - c. Community Survey Formulation
  - d. Other New Business
10. Period for Public Expression (5 Minute Limit)
11. Dates of Future Meetings – October 18, 2022
12. Adjournment

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

Tuesday, September 20, 2022 @ 5:30 PM

Mooers Free Library, 25 School Street, Mooers NY 12958

President Tim Gonyo called the meeting to order at 5:34 p.m. following with the pledge of allegiance. Present were Tim Gonyo, Art Menard, Marilyn Willette, Patty Gaudreau, Jenn McIntyre, and co-directors - Norma Menard and Stacie Brooks. Excused: Gerald LaValley, Irving Breyette and LIsa DeLong

### **Adoption of Agenda**

Jenn McIntyre made the motion to adopt the agenda. Seconded by Marilyn Willette. Motion passed.

### **Secretary's Report**

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

### **Correspondence**

Billy Jones sent a thank you to the library for hosting Senior Planet.

### **Treasurer's Report**

See attached

### **Director's Report**

See Attached

### **Old Business**

- a. Art Donation-Auction Plans –The Board discussed ideas for auctioning art pieces. It is hoped to have the auction in the spring of 2023. More discussion will be held at the next board meeting.
- b. Policies - Continued— Tim Gonyo and Stacie Brooks continue to work on updating, as well as adding new policies. Once policies are finished, copies of all will be sent to board members for review.
- c. Meeting Frequency Discussion— The library is only required to have 6 meetings a year. We discussed not meeting every month. We plan to schedule our yearly meetings at our annual meeting in November.

### **New Business**

- a. Spark Book Fair - Co-Director Stacie Brooks is setting up a virtual two-week book fair as a fundraiser. For every book sold in during the October Fair, the library earns 30%.
- b. Annual Meeting/Report to the Community Preparation– Part of the library standards is to annually put out a report to the community. We will have it out by January 1, 2023. The report will be posted online, as well as having copies at the library.

- c. Community Survey Formulation–Stacie Brooks & Tim Gonyo are working on this. Jenn McIntyre will also research questions for the survey. This is something that could be sent out with our annual report to the community.
- d. Amazon Wish List– Stacie Brooks is interested in creating an Amazon wish list for the library. It can be posted on the library webpage and on Facebook.
- e. Board Training– Board members need to take Sexual Harassment training. Next year two hours of general training is required.

### **Public Discussion**

No community members present

### **Dates of future meetings**

October 18, 2022 at 5:30 pm.

### **Adjournment**

Patty Gaudreau made the motion to adjourn at 6:58 pm. Seconded by Jenn McIntyre

Minutes by Patty Gaudreau

**MOOERS FREE LIBRARY  
FINANCIAL STATEMENTS  
September 20, 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>75%</b>
1. Town of Mooers	\$ 15,000.00	\$ 15,000	\$ -	15,000.00	100%
2. NCCS	\$ 10,500.00	\$ 10,500	\$ -	-	0%
3. Grants		\$ 1,000	\$ 4,000.00	11,250.00	1125%
4. Gifts and Donations	\$ 1,264.97	\$ 1,000	\$ -	166.60	17%
5. Local Library Service Aid (CEFLS)	\$ 1,443.83	\$ 1,110	\$ 1,290.38	1,428.58	129%
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	\$ -	2,403.35	104%
11. Other Income, Reimbursement	\$ -	\$ -	\$ -	50.00	0%
12. Bank Interest	\$ 1.88	\$ 2	\$ 0.17	1.79	90%
<b>13. Total Revenue</b>	<b>\$ 28,260.68</b>	<b>\$ 32,000</b>	<b>\$ 5,290.55</b>	<b>30,300.32</b>	<b>95%</b>
<b>Expenses</b>					
14. Librarian's Salary	\$ 18,112.86	\$ 18,550.00	\$ 1,478.81	\$ 12,937.08	70%
15. Payroll Taxes (FICA, etc)	\$ 1,842.68	\$ 1,750.00	\$ 150.45	\$ 1,316.14	75%
16. Substitute Staff	\$ -	\$ 100.00	\$ -	\$ 50.00	50%
17 Accounting Fees	\$ 589.68	\$ 685.00	\$ 61.56	\$ 560.52	82%
18. Insurance D&O/WorkComp/DBL	\$ 1,872.72	\$ 2,000.00	\$ 324.00	\$ 1,606.88	80%
19. Book/Media Purchases	\$ 33.90	\$ 2,000.00	\$ -	\$ 561.32	28%
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	\$ -	\$ 356.00	237%
23. Postage	\$ -	\$ 50.00	\$ -	\$ -	0%
24. Equipment/Computers	\$ 127.46	\$ 300.00	\$ 3,753.36	\$ 4,747.05	1582%
25. Fuel	\$ 1,106.88	\$ 1,335.00	\$ -	\$ 1,115.07	84%
26. Electricity	\$ 770.56	\$ 850.00	\$ 76.70	\$ 628.65	74%
27 Building Repairs	\$ -	\$ 200.00	\$ -	\$ 193.88	97%
28. Program Supplies	\$ 388.33	\$ 600.00	\$ 173.24	\$ 1,108.12	185%
29. Miscellaneous	\$ -	\$ 500.00		\$ 600.63	120%
30. Telephone/Internet/Web	\$ 626.37	\$ 600.00	\$ 369.98	\$ 1,165.32	194%
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>\$ 32,000</b>	<b>\$ 6,388.10</b>	<b>\$ 29,043.09</b>	<b>91%</b>
<b>36. Excess or Deficit</b>	<b>\$ 1,170.41</b>	<b>\$ -</b>	<b>\$ (1,097.55)</b>	<b>\$ 1,257.23</b>	

<b>Checkbook balance as of 3/15/22</b>	\$ 19,567.37
<b>Balance, Construction Acct.</b>	\$ 10,512.75
<b>Friends of the Library acct.</b>	\$ 956.64
<b>Total</b>	<b>\$ 31,036.76</b>

09/20/2022 Co-Directors' Report Stacie Brooks, Lisa DeLong, and Norma Menard

In funding news, our May 2022 grant application "Tech-Up for All" received \$4,000.00 from the Lake Placid Education Foundation Fund at Adirondack Foundation. We plan to install a security camera system as well as replace a computer and add new digital devices to help continue our mission to increase digital literacy in our community.

On 8/20/2022, we held our last Summer Reading event, "Mermaids, Sea Monsters and More" which was run by Stacie and Lisa with 4 in attendance. Over 10 local children signed up to read over the summer; one 4 year-old turned in reading logs with over 74 books read! Rotating craft kits were available throughout the program; more than 50 were taken home.

Our "Gnoming Around" event also ended in August. We picked a winner from our 3 entrants on 8/27/2022; our lucky winner also won the CEFLS system-wide raffle!

Dick Lynch from the Northern New York American-Canadian Genealogical Society presented "How to Start Looking for Your Roots" on 8/30/2022 which was enjoyed by 18 attendees.

All the directors and most of our board (plus some volunteers) participated in the Mooers Fire Department's Labor Day Parade on 9/3/2022, wearing our branded T-shirts to help promote the library.

LEGO Time, planned and run by Lisa with Stacie helping, occurred on 9/10/2022 and saw 10 kids and 5 adults attend. The LEGO creations made are still up for view in the library as well as having been posted by Tim on our Facebook page. We have another LEGO program set for 10/08/2022.

In Senior Planet news, Tim and Stacie finished their series of lectures, with an average of 9.6 attendees per session. A Tech Potluck, to promote new SP plans, held at Noon today saw 12 people attend. Our schedule for the last quarter of the year is out, with plans for a 5-week course run by Norma and Art (begins 10/04/2022—Tuesdays at 1 PM and Thursdays at 10 AM) and 2 stand-alone lectures later from Tim and Stacie. Norma and Art will attend the Clinton County Office for the Aging "Community Conversations" luncheon on 09/26/2022 to share information on our senior programming. As Senior Planet continues to expand in the state, Christi Sommerfeldt, our Northern New York Library Network admin has given our name as a resource to the Southern Adirondack Library System.

Multiple visitors of all ages have been in since our dedication to view and enjoy our art collection. COVID test kits continue to be available for patrons. Directors have helped at least 4 locals navigate the Arrive Canada website for border travel plans. Toddler Tuesdays begin 10/11/2022 at 10:30 AM!

The co-directors continue to hold "Meetings of the Minds" to share ideas and formulate programming. All 3 of us also continue to work to organize all aspects of our shared environment, from library holdings to digital records to supply closets! Also, thank you letters have been sent for all recent donations, grants, and speakers.

Usage Statistics:

Since the last board meeting, 3 new cards have been issued, 37 items have been added, and 129 items are currently out with patrons. Library use has shown consistent growth since January. August 2022 increased 222% compared with August 2021. January to August 2022 increased 117% compared with January to August 2021.