



**Moers Free Library
Board of Trustees Meeting
ANNUAL MEETING
Tuesday, November 15, 2022 – 5:30 PM
Moers Free Library, 25 School Street, Moers, 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
8. Old Business
 - a. Policies – Continued
 - b. 2023 Meeting Dates
 - c. Report to the Community
 - d. Community Survey Formulation
 - e. Other Old Business
9. New Business
 - a. Board Elections – 2 Seats (Breyette/Willette)
 - b. 2023 Budget Approval
 - c. Other New Business
10. Period for Public Expression (5 Minute Limit)
11. Dates of Future Meetings – January 17, 2022
12. Adjournment

Mooers Free Library Board of Trustees Meeting
ANNUAL MEETING

Tuesday, November 15, 2022 @ 5:15 PM
Mooers Free Library, 25 School Street, Mooers NY 12958

President Tim Gonyo called the meeting to order at 5:15 p.m. following with the pledge of allegiance. Present were Tim Gonyo, Art Menard, Marilyn Willette, Patty Gaudreau, Jenn McIntyre, Gerald LaValley and co-directors - Norma Menard, Lisa DeLong and Stacie Brooks. Absent: Irving Breyette

Adoption of Agenda

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

Secretary's Report

Art Menard made the motion to adopt the report. Seconded by Jenn McIntyre. Motion passed.

Correspondence

Chapel Hill Foundation contacted the library. There is a grant available for \$2500 which can be used for Senior Events and Toddler Time. We need to apply within 10 days and monies will be awarded in December 2022.

Treasurer's Report

See attached

Director's Report

See Attached

Old Business

- a. 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.
- b. 2023 Meeting Dates-- Art Menard made the motion to adopt the Board of Trustee meeting dates as proposed by President, Tim Gonyo. Seconded by Jenn McIntyre. Motion passed.
Meeting dates for 2023 are as follows: January 17, March 21, May 16, June 20, September 19, October 17, Annual Meeting November 21.
- c. Report to the Community Preparation--Discussion was held to have the full report online and mail a condensed version to community members. The report will be completed within the first quarter of 2023. Tim Gonyo continues to work on the report.
- d. Community Survey Formulation--This will be included in the annual report to the community. Tim Gonyo presented samples to the board. Tim Gonyo and Jenn McIntyre are continuing to work on the survey formulation and will present ideas to the board for approval at our January 2023 meeting.

- e. Grant Project— Tim Gonyo and Art Menard visited Adirondack Sheds and placed a deposit on a shed. Estimates are needed for construction of a pavilion as well as cement work needed for the shed. The shed and pavilion need to be installed by July 2023.

New Business

- a. Board Election—Nominations were presented by president, Tim Gonyo. Three times he asked if there were any other nominations. Art Menard made the motion for secretary, Patty Gaudreau to cast 1 ballot for the nominations as presented. Seconded by Gerald LaValley. Motion passed. Patty Gaudreau cast 1 ballot for Irving Breyette and Marilyn Willette. Officers will remain as follows: Member at Large - Irving Breyette
Member at Large - Marilyn Willette
- b. 2023 Budget Approval—Jenn McIntyre made the motion to adopt the proposed budget for 2023. Seconded by Patty Gaudreau. Tim Gonyo and Art Menard abstained. Motion passed.
- c. December Dinner—We are planning the Trustee holiday dinner for December 20 or 21 at 6:00 at a location to be determined.

Public Discussion

No community members present

Dates of future meetings

January 17 @ 5:15

Adjournment

Jenn McIntyre made the motion to adjourn at 6:10 pm. Seconded by Marilyn Willette

Minutes by Patty Gaudreau

**MOOERS FREE LIBRARY
FINANCIAL STATEMENTS
November 15, 2022**

Public support & Rev.	2021 Actual	2022 Budget	Since Last Mtg	2022 Year to Date	92%
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		11,250.00	1125%
4. Gifts and Donations	\$ 1,264.97	\$ 1,000	\$ 165.00	366.58	37%
5. Local Library Service Aid (CEFLS)	\$ 1,443.83	\$ 1,110		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	\$ 75.00	2,478.35	108%
11. Other Income, Reimbursement	\$ -	\$ -		54.16	0%
12. Bank Interest	\$ 1.88	\$ 2		1.94	97%
13. Total Revenue	\$ 28,260.68	\$ 32,000	\$ 240.00	30,579.61	96%
Expenses					
14. Librarian's Salary	\$ 18,112.86	\$ 18,550.00	\$ 1,659.89	\$ 16,776.49	90%
15. Payroll Taxes (FICA, etc)	\$ 1,842.68	\$ 1,750.00	\$ 168.87	\$ 1,706.74	98%
16. Substitute Staff	\$ -	\$ 100.00	\$ -	\$ 50.00	50%
17 Accounting Fees	\$ 589.68	\$ 685.00	\$ 61.56	\$ 683.64	100%
18. Insurance D&O/WorkComp/DBL	\$ 1,872.72	\$ 2,000.00		\$ 1,606.88	80%
19. Book/Media Purchases	\$ 33.90	\$ 2,000.00		\$ 739.67	37%
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		\$ 4,747.05	1582%
25. Fuel	\$ 1,106.88	\$ 1,335.00		\$ 1,627.26	122%
26. Electricity	\$ 770.56	\$ 850.00	\$ 120.28	\$ 870.75	102%
27 Building Repairs	\$ -	\$ 200.00		\$ 248.88	124%
28. Program Supplies	\$ 388.33	\$ 600.00	\$ 447.60	\$ 1,686.09	281%
29. Miscellaneous	\$ -	\$ 500.00		\$ 600.63	120%
30. Telephone/Internet/Web	\$ 626.37	\$ 600.00	\$ 160.68	\$ 1,485.76	248%
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%
35.Total Expenses	\$ 27,090.27	\$ 32,000	\$ 2,618.88	\$ 35,282.27	110%
36. Excess or Deficit	\$ 1,170.41	\$ -	\$ (2,378.88)	\$ (4,702.66)	

Checkbook balance as of 11/14/22	\$ 13,597.48
Balance, Construction Acct.	\$ 10,062.75
Friends of the Library acct.	\$ 956.64
Total	\$ 24,616.87

11/15/2022 Co-Directors' Report

Stacie Brooks, Lisa DeLong, and Norma Menard

We celebrated the 10th and last session of our Senior Planet 5-week-course, "Introduction to Digital Culture", with a Tech Potluck. Twelve participants graduated (three could not attend the last class). Art and Norma facilitated the course. Tim and Stacie provided tech support and will facilitate 2 fall lectures. The Senior Planet Community and Advocacy Manager is sending a videographer on 11/18/2022 to do a promotional video featuring our program. We are honored to be asked to take part and glad that our participants are willing to come for a mock class!

Toddler Time, which began on 10/11/2022, is a weekly program (planned and run by Lisa) held every Tuesday from 10:30-11:30. Each week has a different theme (some examples: "Halloween", "Hibernation", "Do You See Shapes??") with corresponding books, sometimes a song, a quick craft, and a snack.

The Akwesasne Mohawk Singers performed on the library lawn on 10/22/2022 (coordinated by CEFLS; funding for the event came a Lake Placid Education Foundation grant from The Adirondack Foundation). The event saw 46 adults and 2 children attend. Tammy's Lunch Box food truck was here at the same time.

Our first online Spark Book Fair was held from 10/07/22-10/20/22. The site saw 23 orders which raised \$369.51. Our funds will release to us in early December after a holding period in case of order returns. We also had a few people donate money directly (\$90 more) to support our fundraising efforts.

The library offered Halloween goodies (stickers/bookmarks/candy) from 10/24-10/31 for patrons and trick-or-treaters. Over 16 kids stopped by on Halloween night to choose some treats!

Our third LEGO Time ("Musical Monsters") was held on 11/12/2022 and saw 3 children and 2 adults. We expect to continue this program monthly on the second Saturday of each month.

We have contacted Mooers Elementary School regarding class trips to the library and are waiting to hear back.

After inviting directors from 7 other Northern Tier libraries, we hosted a library directors meeting on 11/12/2022. The directors from both Champlain Memorial Library and Rouses Point Dodge Memorial spent about 90 minutes here discussing multiple topics of interest with Lisa, Norma, Stacie, and Tim (who came by mid-meeting to offer some tech insights). Alison Mandeville from Champlain suggested we try to hold meetings 3 times per year and offered to host the next one sometime in the spring!

We have partnered with Kiwanis to accept eyeglass donations through the month of November.

Library statistics:

60 books added since 10/18/22 and 1 new library card

Library use in October 2022 (367) increased by 253 or 222% compared with October 2021 (114). January to October 2022 (2,298) increased by 1,317 or 134% compared with January to October 2021 (981).



2023 MEETING DATES

All Meetings start at 5:15 PM

January 17, 2023

March 21, 2023

May 16, 2023

June 20, 2023

September 19, 2023

October 17, 2023

Annual Meeting

November 21, 2023

Mooers Free Library

2023 BUDGET - PROPOSED

Anticipated Revenue

Amount

1. Town of Mooers	\$15,000.00
2. NCCS	\$10,750.00
3. Grants	\$5,000.00
4. Gifts & Donations	\$400.00
5. Local Library Service Aid (State thru CEFLS)	\$1,200.00
6. Copier Usage	\$10.00
7. Library Charges	\$8.00
8. Sale of Books	\$100.00
9. Reserve Funds	\$1,000.00
10. Fundraiser	\$2,500.00
11. Other Income, Reimbursements	\$30.00
12. Bank Interest	\$2.00

13. Total of anticipated revenue	\$36,000.00
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Anticipated Expenses

Amount

14. Librarian Salary	Rate/hr	\$14.50	Hours	1400	\$20,300.00
15. Payrol Taxes (FICA, Medicare, etc.)					\$1,920.00
16. Substitute Staff					\$50.00
17. Accounting Fees (Gusto)					\$745.00
18. Insurance (D&O, Wrks Comp, DBL					\$2,000.00
19. Book/Media Purchases					\$2,000.00
20. Automation Contract (CEFLS)					\$940.00
21. ICICILL/ICEPAC license (ILLs)					\$150.00
22. Movie Licensing					\$360.00
23. Postage Expense					\$250.00
24. Equipment/Computers					\$500.00
25. Fuel					\$1,400.00
26. Electricity					\$865.00
27. Building Repairs					\$300.00
28. Program/Supplies/Misc.					\$1,000.00
29. Miscellaneous					\$100.00
30. Telephone, Internet & Website					\$1,680.00
31. P.O.Box Rental					\$140.00
32. Trash/Snow Removal					\$50.00
33. Fund Raising Payout					\$1,250.00
34. Funds Set Aside For Reserve					\$0.00

35. Total of anticipated Expenses	\$36,000.00
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Difference between anticipated rev & exp.	\$0.00
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