



**Moors Free Library
Board of Trustees Meeting
Tuesday, November 19, 2024 – 5:15 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
8. Old Business
 - a. Policies – Continued
 - b. Construction Grant
 - c. Strategic Plan 2025-2030
 - d. Art Sale
 - e. Other Old Business
9. New Business
 - a. Board Seats up for Renewal Vote
 - b. Officers up for Election Vote
 - c. Budget for 2025 Vote
 - d. Meeting Schedule for 2025
 - e. Christmas Dinner
 - f. Other New Business
10. Period for Public Expression (5-Minute Limit)
11. Date of Next Meeting – January 21, 2025 at 5:15 PM
12. Adjournment

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Mooers Free Library Board of Trustees Meeting ANNUAL MEETING

Tuesday, November 19, 2024 @ 5:00 PM
Mooers Free Library, 25 School Street, Mooers, NY 12958

President Tim Gonyo called the meeting to order at 5:07 p.m., following with the pledge of allegiance. Present were Tim Gonyo, Art Menard, Marilyn Willette, Patty Gaudreau, Jenn McIntyre, Rob Guay, and co-directors - Norma Menard, Lisa DeLon,g and Stacie Brooks. Excused: Rachel Mancuso

Adoption of Agenda

Marilyn Willette made the motion to adopt the amended agenda. Seconded by Rob Guay. Motion passed.

Secretary's Report

Art Menard made the motion to adopt the report. Seconded by Rob Guay. Motion passed.

Correspondence

Norma Menard read a letter from the Chapel Hill Foundation.

Treasurer's Report

See attached

Director's Report

See Attached

Old Business

- a. Policies - Continued—Rob Guay motioned to accept the Mooers Free Library policies as presented and discussed, and seconded by Jenn McIntyre. Motion passed.
- b. Construction Grant - The grant for the pavilion is being submitted to the state.
- c. Strategic Plan 2025-2030– Norma Menard contacted the United Way Director, and he agreed to facilitate our plan. We will meet with him in January.
- d. Art Sale- Many ideas and suggestions were discussed, and it was agreed that the sale would be held off until spring.
- e. Other Old Business- All board members must complete 2 hours of training and sexual harassment training annually. We would like both completed by December 15.

New Business

- a. Board Seats up for Renewal Vote - Jennifer McIntyre motioned to renew Board Seats for Tim Gonyo, Art Menard, and Patty Gaudreau for the January 1, 2025-December 31, 2029 term. Seconded by Rob Guay. Motion passed.

- b. Officers up for Election Vote - Proposed Slate of Officers for January 1, 2025- December 31, 2027, are as follows: President - Tim Gonyo
Vice President- Jennifer McIntyre
Treasurer - Art Menard
Secretary - Patty Gaudreau
Three times, President Tim Gonyo asked if there were any nominations. There were no other nominations, so the President asked Secretary Patty Gaudreau to cast one ballot for the officers as presented. Officers will remain as proposed.
- c. 2025 Budget Approval– Rob Guay motioned to accept the 2025 proposed budget as amended. Seconded by Marilyn Willette. Motion passed.
- d. Meeting Schedule - Art Menard motioned to accept the meeting dates as amended with 5:00 pm start times and seconded by Jenn McIntyre. Motion passed.
- e. Christmas Dinner–Jenn McIntyre motioned to approve the library paying for the annual Christmas dinner for the directors and board members. Seconded by Marilyn Willette. Motion passed 5-1. The annual Christmas dinner is tentatively scheduled for December 6.
- f. Other New Business - Carpet cleaning- Stacie Brooks had someone inquire about cleaning our carpet. We agreed that it's not needed at this time.
- g. Other New Business- Senior Planet- Senior Planet graduation luncheon is November 21 at noon.

Public Discussion

No community members were present.

Dates of future meetings

January 21, 2025 @ 5:00

Adjournment

Art Menard made the motion to adjourn at 6:43 pm. Seconded by Rob Guay

Minutes by Patty Gaudreau

**MOOERS FREE LIBRARY
FINANCIAL STATEMENTS
November 19, 2024**

Public support & Rev.	2023 Actual	2024 Budget	Since 9/15/24	2024 Year to Date	92%
1. Town of Mooers	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 15,000.00	100%
2. NCCS	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	100%
3. Grants	\$ 39,004.32	\$ 12,000.00	\$ 3,000.00	\$ 20,060.84	167%
4. Gifts & Donations	\$ 1,267.60	\$ 500.00		\$ 255.88	51%
5. Local Library Service Aid (State thru CEFLS)	\$ 1,589.23	\$ 1,700.00	\$ 200.00	\$ 1,687.54	99%
6. Reserve Funds	\$ -	\$ 1,000.00	\$ -	\$ -	0%
7. Fundraiser/Friends	\$ 559.26	\$ 3,000.00		\$ 2,350.00	78%
8. Bank Interest	\$ 3.30	\$ 3.00	\$ 0.55	\$ 3.52	117%
9. Reimbursements	\$ -	\$ -	\$ -		
10. Misc Other Income	\$ 1,292.32	\$ 47.00		\$ 25.00	53%
11. Total Revenue	\$ 69,716.03	\$ 44,250.00	\$ 14,200.55	\$ 50,382.78	114%
Expenses	2023 Actual	2024 Budget	Since 9/15/24	2024 Year to Date	92%
12. Librarian Salary	\$ 23,628.47	\$ 23,600.00	\$ 4,409.87	\$ 26,727.33	113%
13. Payrol Taxes (FICA, Medicare, etc.)	\$ 2,403.81	\$ 2,620.00	\$ 448.63	\$ 2,719.07	104%
14. Substitute Staff	\$ -	\$ 80.00	\$ -	\$ -	0%
15. Accounting Fees (Gusto)	\$ 741.96	\$ 775.00	\$ 125.28	\$ 689.04	89%
16. Staff Training	\$ -	\$ 525.00	\$ -	\$ -	0%
17. Insurance (D&O, Wrks Comp, DBL	\$ 1,769.25	\$ 2,000.00	\$ 288.00	\$ 2,202.87	110%
18. Book/Media Purchases	\$ 1,484.30	\$ 3,500.00	\$ 278.21	\$ 2,546.60	73%
19. Automation Contract (CEFLS)	\$ 983.24	\$ 1,000.00		\$ 1,032.40	103%
20. ICICILL/ICEPAC license (ILLs)	\$ 70.00	\$ 100.00		\$ 70.00	70%
21. Movie Licensing	\$ -	\$ 375.00	\$ -	\$ -	0%
22. Postage Expense	\$ 63.00	\$ 100.00	\$ -	\$ -	0%
23. Equipment/Computers	\$ 1,191.74	\$ 1,500.00	\$ 417.78	\$ 441.77	29%
24. Fuel	\$ 1,256.43	\$ 1,500.00		\$ 947.96	63%
25. Electricity	\$ 763.58	\$ 875.00	\$ 190.98	\$ 830.83	95%
26. Building Repairs	\$ 99.00	\$ 300.00		\$ 116.00	39%
27. Program/Supplies/Misc.	\$ 10,711.31	\$ 2,100.00	\$ 79.88	\$ 2,401.88	114%
28. Miscellaneous	\$ 625.78	\$ 250.00		\$ 900.00	360%
29. Telephone, Internet & Website	\$ 2,006.68	\$ 1,800.00	\$ 203.31	\$ 1,094.96	61%
30. P.O.Box Rental	\$ 146.00	\$ 150.00		\$ 154.00	103%
31. Trash/Snow Removal	\$ -	\$ 100.00	\$ -	\$ -	0%
32. Grant Purchase Expenses	\$ -	\$ -	\$ 1,158.37	\$ 11,539.96	
33. Fund Raising Payout	\$ 329.81	\$ 1,000.00		\$ 1,052.00	105%
34. Funds Set Aside For Reserve	\$ -	\$ -		\$ 5,000.00	
35. Total Expense	\$ 48,274.36	\$ 44,250.00	\$ 7,600.31	\$ 60,466.67	137%
35. Excess or Deficit	\$ 21,441.67	\$ -	\$ 6,600.24	\$ (10,083.89)	

Checkbook balance as of 11/14/24	\$ 35,028.88
Balance, Construction Acct.	\$ 6,369.49
Community Bank CD	\$ 5,000.00
Total	\$ 46,398.37

Co-Directors Report, November 19, 2024

Stacie Brooks, Lisa Delong, Norma Menard

2024 Accomplishments and Impact as guided by our Strategic Plan

Finalize storage and grounds needs, enabling full use of community room and park space

With the storage shed and gazebo in place, the improvement of library grounds continues with the installation of drainage tiles in preparation for constructing an accessible walk path in spring, a new flower bed, and some flowering shrubs along the perimeter.

Implement an outreach and engagement plan for the town and its citizens

- Increased patron visits: January to October: 5,826 in 2024, 4,480 in 2023, 2,298 in 2022.
- 60 new cardholders
- **202** in-person programs (**112** for adults, **72** for children, **18** for all ages)
- Accessibility initiatives at the Senior Housing included wi-fi, large-screen TV, library shelf, computers, tech classes, coffee and conversations, and multi-generational events.
- Summer Food Program mobilized volunteers who distributed 3,780 meals to 74 children from 30 families.
- Over 100 personal/health care kits were distributed as part of the CEFLS initiative.
- Partnered with various organizations that support our values and goals:
 - CEF Library System, American Library Association
 - Senior Planet (SP) featured an MFL [video](#) on their national website and won a Silver Telly Award for OATS (Older Adults Technology Services).
 - Alzheimer's Disease Caregiver Support Initiative Caregiver Wellness Programs and Memory Cafe included arts and crafts, table games, and music/dancing.
 - Chapel Hill Foundation, Office of Child and Family Services, Lake Placid Education Foundation, Stewart's Holiday Match
 - CVES, Hunger Solutions NY, Mooers Elementary, Home School groups
 - Mooers Town Board, Senior Housing, Food Pantry

Build and curate collections that serve our local community

- 442 New items in total added to our holdings; Expanded large print collection
- 5 New shelves were added to accommodate the increasing collection

Raise profile as a forward-looking cultural and information hub

- Increased use of Community Room by local civic groups
- Presentations by various organizations and volunteers (American Sign Language, Ormstown Butterflyway Project, Health Care Careers, etc.)
- Food and Music Series
- Presence on social media

Ensure financial sustainability

- Active engagement of the Friends of the Library
- Grants from Chapel Hill Foundation, Lake Placid Education Foundation, American Library Association LTC (Libraries Transforming Communities), Senior Planet, Office of Child and Family Services, and Stewart's Holiday Match supported multiple programs for all ages.

2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Breyette	Breyette	Breyette	Breyette	Breyette	Breyette-reelected	Resigned				
Streiff	Streiff	Streiff	Willette	Willette	Willette-reelected	Willette	Willette	Willette	Willette	
						Guay fills unexpired term of Breyette				
	LaValley	LaValley	LaValley	LaValley	LaValley	LaValley term completed in 2023				
						Mancuso	Mancuso	Mancuso	Mancuso	Mancuso
	McIntyre	McIntyre	McIntyre	McIntyre	McIntyre	McIntyre reelected	McIntyre	McIntyre	McIntyre	McIntyre
Gaudreau	Gaudreau	Gaudreau	Gaudreau	Gaudreau	Gaudreau	Gaudreau	Term expires in 2024			
Gonyo	Gonyo	Gonyo	Gonyo	Gonyo	Gonyo	Gonyo	Term expires in 2024			
Menard	Menard	Menard	Menard	Menard	Menard	Menard	Term expires in 2024			



Proposed Slate of Officers
Term: January 1, 2025 – December 31, 2027

President

Timothy Gonyo

Vice President

Jennifer McIntyre

Treasurer

Arthur Menard

Secretary

Patricia Gaudreau

Mooers Free Library

2025 BUDGET - PROPOSED

Anticipated Revenue

Amount

1. Town of Mooers	\$15,000.00
2. NCCS	\$11,250.00
3. Grants	\$12,400.00
4. Gifts & Donations	\$400.00
5. Local Library Service Aid (State thru CEFLS)	\$1,700.00
6. Reserve Funds	\$1,000.00
7. Fundraiser/Friends	\$3,000.00
8. Bank Interest	\$203.00
9. Reimbursements	\$0.00
10. Misc Other Income	\$47.00

11. Total of anticipated revenue

\$45,000.00

Anticipated Expenses

Amount

12. Librarian Salary	Rate/hr	\$16.00	Hours	1500	\$24,000.00
13. Payroll Taxes (FICA, Medicare, etc.)					\$2,750.00
14. Substitute Staff					\$100.00
15. Accounting Fees (Gusto)					\$965.00
16. Staff Training					\$600.00
17. Insurance (D&O, Wrks Comp, DBL)					\$2,300.00
18. Book/Media Purchases					\$3,500.00
19. Automation Contract (CEFLS)					\$1,100.00
20. ICICILL/ICEPAC license (ILLs)					\$100.00
21. Movie Licensing					\$375.00
22. Postage Expense					\$100.00
23. Equipment/Computers					\$1,300.00
24. Fuel					\$1,200.00
25. Electricity					\$1,000.00
26. Building Repairs					\$200.00
27. Program/Supplies/Misc.					\$2,500.00
28. Miscellaneous					\$150.00
29. Telephone, Internet & Website					\$1,500.00
30. P.O.Box Rental					\$160.00
31. Trash/Snow Removal					\$100.00
32. Grant Purchase Expenses					\$0.00
33. Fund Raising Payout					\$1,000.00
34. Funds Set Aside For Reserve					\$0.00

35. Total of anticipated Expenses

\$45,000.00

Difference between anticipated rev & exp.

\$0.00

Adopted by BOT: 11/19/2024



2025 MEETING DATES

All Meetings start at 5:00 PM

January 21, 2025

March 18, 2025

May 20, 2025

June 17, 2025

August 19, 2025

October 21, 2025

Annual Meeting

November 18, 2025

