

## Sharon Springs Free Library Board of Trustees

### Meeting Minutes

1/27/2022

#### Call to Order

The regular meeting of the Sharon Springs Free Library Board of Trustees was called to order at 7:06 p.m. on 1/27/2022 by President Jeanne Irwin.

#### Present

Trustees: Jeanne Irwin, Gina Gilbert, Patsy Nicosia, Tonja Law, Bob Fucci, Susan Rorick, Kate Walrath, Kerry Parsons

Staff: Helen Thomas, JoAnn Fralick, Joyce Slater

#### Approval of Minutes

Minutes of the 12/2/2021 Board Meeting were reviewed.

ON A MOTION MADE AND SECONDED the minutes of the 12/2/2021 Board Meeting were approved as submitted. (Susan/Jeanne)

#### Treasurer's Report (attached)

- Following discussion by the Treasurer of report inaccuracy being generated by the computer software the updated report was accepted and treasurer reported that issues will be fixed.
- The treasurer also reported that a \$10,000 donation was received from the Parsons family in memory of the late Kenyon Parsons, former member of the Board. The family stipulated that the money is to be spent on collection development and the Board agreed to consider the many possibilities for use.

#### President's Report

- Minimum Wage increased on January 1<sup>st</sup> and we need to discuss in Executive Committee following this meeting.
- Patsy has stepped down from the position of Secretary and Kate has volunteered to serve in that capacity going forward.

ON A MOTION MADE AND SECONDED Kate Walrath has been named Secretary of the Board of Trustees. (Jeanne/Susan)

- The Board of Trustees will submit a letter to the Town of Sharon Board requesting COVID grant monies to help with repairs to the outer doors.

#### Director's Report (attached)

- MVLS has hired a new tech specialist to aid libraries with tech training for staff.
- MVLS will have the Annual Report available to work on very soon
- Helen discussed our participation in advertising library programs with the other Schoharie County libraries in the *My Shopper* at a cost. Following discussion among the group:

ON A MOTION MADE AND SECONDED the Board agreed to spend the necessary monies to continue advertising County Library programs in the *My Shopper* newspaper and will review this decision in a few months. (Susan/Jeanne)

- Ongoing and recent library programs were discussed including: Story Time on Thursdays, monthly book discussion, Graphic Novels and Comics workshop, Winter Short Story Contest, Crafts Around the World: Worry Dolls, Zoom Basics, Tech Savvy for free!, Also, two more James Belflower writing workshops have been scheduled utilizing NYSCA grant monies.
- The question of changing the library hours was discussed, but no decision was made.

#### **Privilege of the Floor**

- Kate suggested inviting a guest to each meeting and ask them to make a presentation during the Privilege of the Floor.

#### **Committee Reports**

- Administrative – Gina has assembled our entire Policy Manual into one pdf document and this will be posted on our blog site. Kate has volunteered to help with this process.
- Joint Facility – Susan reported that we have not yet received a quote from the new contractor on replacing the exterior doors and the concrete pad.
- Fund Raising – Gina reported that the fundraiser contributions received now total \$6,450 and thank you letters were sent to all contributors.
- Ad Hoc/Ballot Committee – Committee members have met with both the Town Board and School Board regarding our wish to move from the town's ballot to the school's ballot. The group then discussed several "road blocks" encountered.

#### **Executive Committee**

- The Executive Committee met to discuss the increase in minimum wage and the necessity to increase staff wages to remain compliant.

ON A MOTION MADE AND SECONDED the Board agreed to increase staff wages to remain compliant with new minimum wage mandate (Jeanne/Susan)

#### **Adjournment**

Meeting was adjourned at 9:05 p.m. The next meeting of the Board of Trustees will be held on Thursday, February 47<sup>th</sup> at 7:00 p.m.

## Sharon Springs Free Library Profit & Loss Budget Performance

January 1 - 27, 2022

	Jan 1 - 27, 22	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
0001 · Tax Revenue	38,200.65	38,200.65	43,860.00
1004 · Fines	435.48	435.48	500.00
1005 · Copies/fax/printer	609.68	609.68	700.00
<b>43300 · Grants</b>			
43301 · Stewarts	696.77	696.77	800.00
43302 · Dream and Do	435.48	435.48	500.00
43303 · Walmart	783.87	783.87	900.00
43304 · MVLS Advocacy Grant	2,177.42	2,177.42	2,500.00
43490 · Pam (Gazebo Project)	1,393.55	1,393.55	1,600.00
<b>44530 · Local Government Grants</b>			
44531 · Town of Sharon Springs	653.23	653.23	750.00
<b>Total 44530 · Local Government Grants</b>	<b>653.23</b>	<b>653.23</b>	<b>750.00</b>
<b>Total 43300 · Grants</b>	<b>6,140.32</b>	<b>6,140.32</b>	<b>7,050.00</b>
<b>43400 · Donations</b>			
43401 · Donations - Other	1,654.84	1,654.84	1,900.00
43402 · Great Book Giveaway	87.10	87.10	100.00
46431 · Fundraising Letter	4,790.32	4,790.32	5,500.00
<b>Total 43400 · Donations</b>	<b>6,532.26</b>	<b>6,532.26</b>	<b>7,500.00</b>
<b>45000 · Investments</b>			
45030 · Interest-Savings, Short-term CD	21.77	21.77	25.00
<b>Total 45000 · Investments</b>	<b>21.77</b>	<b>21.77</b>	<b>25.00</b>
46422 · LLSA (Local Lib. Services Aid)	1,219.35	1,219.35	1,400.00
47500 · Rental Income	261.29	261.29	300.00
50000 · Carryover	3,174.68	3,174.68	3,645.00
<b>Total Income</b>	<b>56,595.48</b>	<b>56,595.48</b>	<b>64,980.00</b>
<b>Gross Profit</b>	<b>56,595.48</b>	<b>56,595.48</b>	<b>64,980.00</b>
<b>Expense</b>			
<b>60300 · Awards and Grants</b>			
60320 · Youth Scholarship	43.55	43.55	50.00
<b>Total 60300 · Awards and Grants</b>	<b>43.55</b>	<b>43.55</b>	<b>50.00</b>
<b>62110 · Accounting Fees</b>			
62151 · Programs Adult	1,393.55	1,393.55	1,600.00
62152 · Programs/Youth	348.39	348.39	400.00
62800 · Facilities	696.77	696.77	800.00
<b>62100 · Contract Services</b>			
62101 · Fyr Fighter	783.87	783.87	900.00
62801 · Janitorial Services	1,654.84	1,654.84	1,900.00
62100 · Contract Services - Other	174.19	174.19	200.00
<b>Total 62100 · Contract Services</b>	<b>2,612.90</b>	<b>2,612.90</b>	<b>3,000.00</b>
62851 · Cleaning Supplies	87.10	87.10	100.00
62870 · Property Insurance	3,483.87	3,483.87	4,000.00
62891 · Fuel	2,351.61	2,351.61	2,700.00
62892 · Electric	1,306.45	1,306.45	1,500.00
62893 · Water/Sewer	435.48	435.48	500.00
<b>Total 62800 · Facilities</b>	<b>10,277.41</b>	<b>10,277.41</b>	<b>11,800.00</b>
<b>65010 · Books, Subscriptions, Reference</b>			
65011 · Print Books	2,438.71	2,438.71	2,800.00
65012 · E books	696.77	696.77	800.00
65013 · DVDs	348.39	348.39	400.00
65010 · Books, Subscriptions, Reference - Other	87.10	87.10	100.00
<b>Total 65010 · Books, Subscriptions, Reference</b>	<b>3,570.97</b>	<b>3,570.97</b>	<b>4,100.00</b>
65020 · Postage, Mailing Service	348.39	348.39	400.00
65040 · Office Supplies	1,132.26	1,132.26	1,300.00
65050 · Telephone, Telecommunications	740.32	740.32	850.00
<b>65060 · Automation</b>			
65061 · MVLS Automation	2,525.81	2,525.81	2,900.00
65062 · Spectrum	1,045.16	1,045.16	1,200.00
<b>Total 65060 · Automation</b>	<b>3,570.97</b>	<b>3,570.97</b>	<b>4,100.00</b>
<b>65100 · Other Types of Expenses</b>			
65110 · Advertising Expenses	435.48	435.48	500.00
65150 · Memberships and Dues	174.19	174.19	200.00
65170 · Staff Development			
68300 · Travel and Meetings			
68310 · Conference, Convention, Meeting	43.55	43.55	50.00

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 01/25/22  
 Accrual Basis

## Sharon Springs Free Library Profit & Loss Budget Performance January 1 - 27, 2022

	Jan 1 - 27, 22	YTD Budget	Annual Budget
68320 · Travel	43.55	43.55	50.00
<b>Total 68300 · Travel and Meetings</b>	<b>87.10</b>	<b>87.10</b>	<b>100.00</b>
<b>Total 65170 · Staff Development</b>	<b>87.10</b>	<b>87.10</b>	<b>100.00</b>
<b>Total 65100 · Other Types of Expenses</b>	<b>696.77</b>	<b>696.77</b>	<b>800.00</b>
66000 · Payroll Expenses			
66001 · Taxes, Disability, Unemployment	6,967.74	6,967.74	8,000.00
<b>Total 66000 · Payroll Expenses</b>	<b>6,967.74</b>	<b>6,967.74</b>	<b>8,000.00</b>
80003 · Machines			
80004 · Computers	1,306.45	1,306.45	1,500.00
<b>Total 80003 · Machines</b>	<b>1,306.45</b>	<b>1,306.45</b>	<b>1,500.00</b>
<b>Total Expense</b>	<b>31,093.54</b>	<b>31,093.54</b>	<b>35,700.00</b>
<b>Net Ordinary Income</b>	<b>25,501.94</b>	<b>25,501.94</b>	<b>29,280.00</b>
<b>Net Income</b>	<b>25,501.94</b>	<b>25,501.94</b>	<b>29,280.00</b>

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Accrual Basis

**Sharon Springs Free Library**  
**Balance Sheet**  
As of January 25, 2022

	<u>Jan 25, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · SSFL Money Market	50,475.55
1001 · Operating Fund	10,906.31
1002 · SSFL Building Fund	19,919.82
<b>Total Checking/Savings</b>	<u>81,301.68</u>
<b>Total Current Assets</b>	<u>81,301.68</u>
<b>TOTAL ASSETS</b>	<u><u>81,301.68</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	81,301.68
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>81,301.68</u></u>

## Meetings

### **Directors' Council, January 6, 2022**

Minimum Standards for hours - don't worry if you have to close for Covid  
Annual Report will be available soon. There will be questions about whether your  
Pandemic Response plan is on your website and new programming data questions  
Mary Carrier started t MVLS, hired to do tech training for staff.  
CDLC/ARPA money will be for tech training, especially regarding digital  
inclusion/Inclusiveness on websites and marketing projects. They will develop templates  
for library websites  
MVLS Plan of Service - basically "What we have heard you say." They are developing a  
strategy.  
Old NYSCA literature programs still have \$1500. Meetings underway about improving it.  
March 2 will be Virtual Advocacy day per NYLA  
JA agreement will have 8% reductions this year but they will no longer sponsor internet.  
2023 will increase 3% from 2022 level.  
Hot Spots need to be registered and data rented or they should be sent back  
Open Meetings Law, required posting minutes within 2 weeks of meetings, agendas  
available to the public  
CDLC Regional Collections Grants will be available for digitization projects

### **MVLS Board of Trustees, January 20, 2022**

Advocacy efforts should start earlier than Advocacy Day. Wade will be in touch (State Lib Aid was \$96.6  
M 2018 to 2020; \$ 94.1 M 2020 -2022; exec budget proposes \$96.1 M, but huge amt to ED)  
SCP & COB got Bullet Aid (related to construction)  
Some remaining local library aid is still due. Libraries will get it when it comes in.  
The annual meeting will be in October.  
Advocacy grants approved \$2500 to COB and SHS, \$1000 to FTH  
MVLS Strategy reviewed – Vision/Mission/Goals

## **Programming**

Story Time Thursdays at 10:00.  
Book Discussion Friday, January 21st at 6:00 p.m. "News of the World" by Paulette Jiles.  
Graphic Novels, Comics and Manga workshop, Saturday, January 22 from 11 a.m. to 1:00 p.m.  
The Sharon Springs Free Library Winter Short Story Contest for residents of Schoharie  
County is open until February 19.  
Book Review forms were created for patrons

## **Virtual Programming**

Crafts Around the World: Worry Dolls 1/27 4:00 p.m. some materials supplied(take and make)  
Zoom Basics co-sponsored with SHO libs Friday, 1/28 at 12:30  
Tech Savy for free! Learn "How to Use Zoom": Friday, January 28, 12:30pm

**Miscellaneous**

Willa Reed (518) 234 4559 is working one-on-one with residents at Marchand Manor. She asked if we could supply a CD player and audio books. I discussed e resources with her.  
Elderly patrons have pointed out that the library isn't open after FD lunches until 3.  
Schoharie County Libraries have been trying to coordinate and bought block ads in My Shopper.  
Gina combined all policies into one pdf. I am working on how to put that on the blog site.  
James Belflower – scheduled for 2 more writing workshops 3/19 and 4/9 with NYSCA \$  
Two staff received increases because of the required increase in minimum wage 1/1/22  
Fines funds (2018 \$1020, 2019 \$1027, 2020 \$368, 2021 \$423 through Nov) Fine Free?  
Eric expects the rest of the brochure \$ to be spent before final payment.

**In SHS Operating ACCOUNT**

2020 MVLS Dream and Do grant \$500 furniture (No Change from October)	184.38
Advocacy grant for brochures \$1400 total (\$1260 remainder later) (Bill for printing 200 brochures not received yet.)	1260.
Stewarts Make-A-Wish grant for 2021 (NC)	700
MVLS Advocacy grant for School Budget vote support (NC)	2500
Balance in SHS Operating	<u>\$4644.38</u>

**IN DEBIT CARD ACCOUNT**

Walmart – Cybergrants 2021 (\$1000 for new laptop)	1500.
Wells Fargo via Blackbaud was \$100, used for paint for lobby	0
Balance in Grant Debit Card account	<u>1500.</u>

Total Grant Balance \$6144.38