

Sharon Springs Free Library Board of Trustees
Meeting Minutes
04/22/2021

Call to Order

The regular meeting of the Sharon Springs Free Library Board of Trustees was called to order at 7:08 p.m. on 04/22/2021 by President Jeanne Irwin.

Present

Trustees: Jeanne Irwin, Gina Gilbert, Tonja Law, Bob Fucci, Belinda Feris

Staff: Helen Thomas, JoAnn Fralick

Guests: Pam Baxter, Elliot Adams

Presentation by Rotary Club

Pam Baxter and Elliot Adams of the Sharon Springs Rotary Club discussed a proposed project between the Rotary and the Library to create an outdoor park in the back of Library property for use as an arts and theater venue. Rotary will develop an initial plan and will then present it to the Library Board. Project would entail bringing in fill to level the area, adding electricity to the site, building a stage/gazebo/pavilion and adding landscaping and park benches to enhance the rock face backdrop as a living legacy to the former on-site quarry.

Approval of Minutes

Minutes of the 3/25/2021 Board Meeting were read.

ON A MOTION MADE AND SECONDED the minutes of the 3/25/2021 meeting were approved as presented. (Bob/Belinda)

Treasurer's Report (attached)

Treasurer reported that the credit card payment issue has been resolved and we are on track for future payments.

Director suggested we move grant monies to Debit Card account for ease of spending on grant purchases.

ON A MOTION MADE AND SECONDED it was approved that the Treasurer will move grant monies to the Debit Card account. (Belinda/Jeanne)

President's Report

The President had nothing to report this month.

Director's Report (attached)

- The COVID mandated quarantine of returned books ends on 5/1/2021.
- The Pandemic Response Plan has been added to the blog site.
- MVLS received CARES Act funding and is offering mini-grants to support a Summer Reading Program,

- JoAnn will continue to hold story time on Thursday
- The School will also be sponsoring a summer reading program for K-5 four times each week at the library utilizing a librarian
- Library now has a supply of food which can be prepared should any homeless visitors require a meal.
- Department of Transportation will install a sign on Route 20 directing visitors to the library.
- New staff computer has arrived from MVLS and will be installed soon.
- Director has completed annual performance evaluations for staff.
- Grant balance monies were discussed.

Privilege of the Floor

Director Susan Rorick discussed the many programs offered by the Catskill Center for Independence; a program advocating for people with disabilities. A copy of their many programs is attached.

Committee Reports

- Administrative – Investment Policy, Dress Code and Library Staff Policy, Bulletin Board Policy, and Sexual Harassment Policy were reviewed and changes made. Copies of updated policies are attached.
- Joint Facility – Discussed replacement of doors.
- Fund Raising - \$60 in patron donations was received in May.

Old Business

- The new St. Pauly shed, its dimensions and new location were discussed
- List of “Wants and Needs” was reviewed and ideas in various dollar amount categories included:
 - Central air conditioning
 - Completing paving of parking lot in an eco-friendly material
 - Window renovations
 - Hiring a landscaping company to clean flower beds
 - Repair/replace outside doors
 - Books of a special genre
 - Electrical outlet updates
 - Credenza and sound system
- Thoughts/concerns following last month’s presentation by the Rotary of their proposed joint project were discussed.

New Business

- Visitor Katrina “Kate” Walrath discussed her desire to serve on the Board of Trustees and her qualifications to help bring a social media aspect to the library.

Adjournment

Meeting was adjourned at 8:55 p.m. The next meeting of the Board of Trustees will be held on Thursday, June May 24th at 7:00 p.m.

5:30 PM
 04/17/21
 Accrual Basis

Sharon Springs Free Library Profit & Loss YTD Comparison March 26 through April 22, 2021

	Mar 26 - Apr 22, 21	Jan 1 - Apr 22, 21
Ordinary Income/Expense		
Income		
0001 · Tax Revenue	0.00	43,860.00
1004 · Fines	35.45	174.00
1005 · Copies/fax/printer	49.90	219.75
43300 · Grants		
43301 · Stewarts	800.00	800.00
43302 · Dream and Do	-190.21	-440.19
43303 · Walmart	0.00	-900.00
43490 · Pam (Gazebo Project)	0.00	200.00
44530 · Local Government Grants		
44531 · Town of Sharon Springs	0.00	750.00
Total 44530 · Local Government Grants	0.00	750.00
Total 43300 · Grants	609.79	409.81
43400 · Donations		
1003 · Lobby Books	0.00	10.90
46431 · Fundraising Letter	0.00	430.00
43400 · Donations - Other	117.65	173.35
Total 43400 · Donations	117.65	614.25
45000 · Investments		
45030 · Interest-Savings, Short-term CD	2.05	6.12
Total 45000 · Investments	2.05	6.12
46422 · LLSA (Local Lib. Services Aid)	276.49	1,647.08
47500 · Rental Income	0.00	900.00
Total Income	1,091.33	47,831.01
Gross Profit	1,091.33	47,831.01
Expense		
62110 · Accounting Fees	0.00	441.50
62151 · Programs Adult	50.00	50.00
62152 · Programs/Youth	4.32	11.10
62800 · Facilities		
62100 · Contract Services		
62101 · Fyr Fighter	0.00	668.00
62801 · Janitorial Services	144.00	576.00
Total 62100 · Contract Services	144.00	1,244.00
62870 · Property Insurance	325.00	1,300.00
62891 · Fuel	457.00	1,178.06
62892 · Electric	103.77	644.99
62893 · Water/Sewer	-42.57	8.82
62800 · Facilities - Other	0.00	139.43
Total 62800 · Facilities	987.20	4,515.30
65010 · Books, Subscriptions, Reference		
65011 · Print Books	81.93	227.63
65013 · DVDs	72.16	157.84
65015 · Debit Card Balance	0.00	-14.99
65010 · Books, Subscriptions, Reference - Other	0.00	8.29
Total 65010 · Books, Subscriptions, Reference	154.09	378.77
65020 · Postage, Mailing Service	0.00	177.00
65040 · Office Supplies	0.00	516.92
65050 · Telephone, Telecommunications	0.00	196.16
65060 · Automation		
65061 · MVLS Automation	0.00	236.43
65062 · Spectrum	89.99	451.30
65060 · Automation - Other	236.43	709.29
Total 65060 · Automation	326.42	1,397.02
65100 · Other Types of Expenses		

Sharon Springs Free Library
Profit & Loss YTD Comparison
March 26 through April 22, 2021

	<u>Mar 26 - Apr 22, 21</u>	<u>Jan 1 - Apr 22, 21</u>
65150 · Memberships and Dues	0.00	133.99
Total 65100 · Other Types of Expenses	0.00	133.99
66000 · Payroll Expenses		
66001 · Taxes, Disability, Unemployment	408.04	1,912.91
66000 · Payroll Expenses - Other	1,931.32	7,479.96
Total 66000 · Payroll Expenses	2,339.36	9,392.87
Total Expense	3,861.39	17,210.63
Net Ordinary Income	-2,770.06	30,620.38
Net Income	<u>-2,770.06</u>	<u>30,620.38</u>

5:09 PM
04/17/21
Accrual Basis

Sharon Springs Free Library
Balance Sheet
As of April 30, 2021

	<u>Apr 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - SSFL Money Market	48,297.18
1001 - Operating Fund	36,560.60
1002 - SSFL Building Fund	19,919.82
Total Checking/Savings	<u>104,777.60</u>
Total Current Assets	<u>104,777.60</u>
TOTAL ASSETS	<u><u>104,777.60</u></u>
LIABILITIES & EQUITY	<u>104,777.60</u>

Director's Report for April 22, 2021
Submitted by Helen Thomas

THE OLD SHED IS GONE AS OF 4/17/21!

The old TV is also gone, sent to MOSA for \$10 in gas.

Participated in MVLS Director's Council 4/1/21

Quarantine of materials will end 5/1/21. The mask mandate is still in place and the general concept of 6' distance has been lowered by CDC to 3'. Regarding capacity for programming, there is still no specific guidance for libraries. Retail is at 50% of fine-code capacity. Assembly space is at 7 sf per person.

Pandemic response plans were required to be posted 4/1/21 by public libraries.

MVLS Plan of Service must be submitted to state every 5 years. It requires feedback from member libraries. A consultant will be hired for the MVLS Plan of Service so that libraries can comment anonymously.

Participated in MVLS Board meeting 4/15/21.

MVLS received some Cares Act funding and is offering mini-grants to support summer reading programs. JoAnn and I have discussed a 6 week, two level Saturday morning SRP model with this potential funding. It would require additional staff on Saturdays and that is not an acceptable expense in the grant.

Library Giving Day earned between \$2200 and \$2300.

The MVLS Annual Meeting will be a Zoom on 5/19 or 5/20.

State Budget – We are encouraged to write our representatives to thank them for supporting the library portion of the budget and if possible to do it in a way that shows we would still like to be a bigger presence in the education piece. There will be Bullet Aid this year and we can write to our representatives to request it. However, it is distributed based on reps influence.

The State Annual Report for MVLS showed some increases (Director's Meetings, educational programming) and some decreases due to Covid.

MVLS has a goal to "create inspiration in our libraries."

Miscellany

The new NYS Tax Exempt Cert. that Gina requested has been received. Anyone who buys things for the library is welcome to a copy.

Seven stories have been received for the "Sharon Springs Free Library's First Annual Springs Spring Writing Contest." Winners will be announced 4/30

Book discussion on 4/16 had five participants. "Snow Falling on Cedars" is our next title.

Stewart's held a check presentation for the \$800 requested for children's programming. Wade Abbot prepared a thumb drive with some of the publicity we have done regarding Stewart's supported activities. We gave that to Mark Cole, the district manager who came out for the ceremony.

MVLS is having a group order for computers which guarantees the best price. A new staff compute has been ordered in the spring group order. We will not order new public computers until necessary.

Though only required for public libraries, we do have a Pandemic Response Plan, a policy level document that needs approval. It is currently on our blog site and was distributed via email to the Board.

Barb Cousineau gave me the number for the Schoharie County Youth Bureau (518 295 2057) which is able to provide a presentation on Human Trafficking. We talked about this some time ago and I'm hoping we will be able to follow up and schedule something.

Now that the shed is gone, we can return to the issue of a clothing shed. Alex from St. Pauly has been in touch (585 747-6571)

SSCS asked about TMAC and Team Spirit Awards. We indicated that we are reconsidering appropriate awards but would make none this year. This needs to be a discussion item.

All seven of our missing DVDs have reappeared.

We have compiled possible text for the new brochure by looking at some from other libraries.

We are charging twenty cents per copy but would like to consider a higher rate for larger jobs.

April Grant Balances/Activity

Current Status of Grant Funding

2019 MVLS Dream and Do Adult Programming funding \$500 (\$200 on 2 jewelry classes, \$150 used for Sled Dogs- \$150 Dryland Mushing)	\$0
2020 MVLS Dream and Do grant \$500 furniture minus 99.98- for 2 chairs each, \$71.22 For window shades and \$19.43 for lampshade. March balance was 308.37 and we spent \$24.99 for an oval shade and \$99 for a rug for the reading area.	184.38
Walmart Furniture funding \$900 – all spent for wingback chairs	0
Advocacy grant for brochures \$1400 total (\$1260 rec'd remainder later)	1260.
Stewarts Make A Wish grant for 2021 children's programming \$800	800.
Walmart – Cybergrants 2021 Asked \$2740 for 3 computers/training. Rec'd.	2500.
Wells Fargo via Blackbaud	150.

Awarded but funds not yet received

- American Library Association Libraries Transforming Communities \$3000

Submitted and Pending

- MVLS SRP support \$600