

**Sharon Springs Free Library Board of Trustees**  
**Meeting Minutes**  
**05/27/2021**

**Call to Order**

The regular meeting of the Sharon Springs Free Library Board of Trustees was called to order at 7:07 p.m. on 05/27/2021 by President Jeanne Irwin.

**Present**

Trustees: Jeanne Irwin, Gina Gilbert, Tonja Law, Bob Fucci, Susan Rorick  
Staff: Helen Thomas, JoAnn Fralick  
Guest: Katrina Walrath

**Approval of Minutes**

Minutes of the 4/22/2021 Board Meeting were read. Director Bob Fucci requested that we change the wording or delete the bulleted item regarding erecting a wall in the Town/Village section of the building.

ON A MOTION MADE AND SECONDED the minutes of the 4/22/2021 meeting were approved following requested wording change. (Bob/Jeanne)

**Treasurer's Report (attached)**

Treasurer reported that the ZOOM account has been cancelled and that the grant monies have been moved to the debit card account.

**President's Report**

- Personnel Committee has been reinstated with Jeanne, Belinda, and Susan volunteering to serve on the Committee. The Library Director will also serve on this committee if library staff is to be hired. The group will meet to discuss the Personnel Policies which were tabled at the March meeting.
- Annual Performance Evaluation for Library Director has been sent to all directors for feedback.
- Chamber of Commerce has offered to publicize our website for a fee.

ON A MOTION MADE AND SECONDED it was decided NOT to publicize our website on the Chamber of Commerce website at this time. (Susan/Jeanne)

**Director's Report (attached)**

- The library will change COVID guidelines as follows on 6/1/21:
  - Masks are no longer required
  - We will continue to request hand sanitizing upon entrance to the library
- The Springs Spring Writing Contest was successful, had coverage in the *Times Journal*, and we will plan to hold more of these contests in the future
- Summer Reading Program will be very active this year including:
  - 2 levels of the reading program to be run by JoAnn on Saturdays. This program will be sponsored by the school

- Seven stories were received in response to our Springs Spring Writing Contest.
- Book discussion in April had five participants.
- Stewart's shops held a grant check presentation at their shop in Sharon and Helen and JoAnn were in attendance to accept the \$800 check requested for children's programming.
- MVLS is having a group order for computers and we are purchasing a new staff computer.
- Text for the new brochure is being discussed.
- Helen discussed the balances/activity of all grant monies.

### **Committee Reports**

- Administrative – Personnel Policies were reviewed and after a long discussion it was decided that due to the complex nature of the policies the Personnel Committee would need to reconvene to discuss the policy before the next meeting. The discussion was tabled for this month. The Investment Policy discussion was also tabled until both the Treasurer and former Treasurer are in attendance.

### **Old Business**

- The shed was removed from the property last week and the remaining debris will be removed.

### **New Business**

- The family of a former Trustee will be making a memorial donation to the Library and Helen has asked us to make a list of Wants/Needs to discuss at the next meeting.
- We will now contact St. Pauly in regard to installing the new shed for accepting clothing donations.
- Book Giveaway and possible dates were discussed.

### **Adjournment**

Meeting was adjourned at 8:58 p.m. The next meeting of the Board of Trustees will be held on Thursday, May 27<sup>th</sup> at 7:00 p.m.

**Sharon Springs Free Library**  
**Profit & Loss YTD Comparison**  
 April 23 through May 27, 2021

	<u>Apr 23 - May 27, 21</u>	<u>Jan 1 - May 27, 21</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
0001 · Tax Revenue	0.00	43,860.00
1004 · Fines	22.85	196.85
1005 · Copies/fax/printer	77.55	297.30
<b>43300 · Grants</b>		
43301 · Stewarts	0.00	800.00
43302 · Dream and Do	0.00	-590.19
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
<b>Total 44530 · Local Government Grants</b>	<u>0.00</u>	<u>750.00</u>
<b>Total 43300 · Grants</b>	0.00	259.81
<b>43400 · Donations</b>		
1003 · Lobby Books	0.00	10.90
46431 · Fundraising Letter	0.00	430.00
43400 · Donations - Other	16.60	189.95
<b>Total 43400 · Donations</b>	16.60	630.85
<b>45000 · Investments</b>		
45030 · Interest-Savings, Short-term CD	1.98	8.10
<b>Total 45000 · Investments</b>	1.98	8.10
46422 · LLSA (Local Lib. Services Aid)	0.00	1,647.08
47500 · Rental Income	0.00	900.00
<b>Total Income</b>	<u>118.98</u>	<u>47,799.99</u>
<b>Gross Profit</b>	118.98	47,799.99
<b>Expense</b>		
62110 · Accounting Fees	160.00	601.50
62151 · Programs Adult	0.00	50.00
62152 · Programs/Youth	0.00	11.10
<b>62800 · Facilities</b>		
62100 · Contract Services		
62101 · Fyr Fighter	0.00	668.00
62801 · Janitorial Services	144.00	720.00
<b>Total 62100 · Contract Services</b>	144.00	1,388.00
62870 · Property Insurance	680.00	1,980.00
62891 · Fuel	0.00	1,178.06
62892 · Electric	0.00	644.99
62893 · Water/Sewer	0.00	8.82
62800 · Facilities - Other	0.00	139.43
<b>Total 62800 · Facilities</b>	824.00	5,339.30
<b>65010 · Books, Subscriptions, Reference</b>		
65011 · Print Books	230.68	458.31
65013 · DVDs	0.00	157.84
65015 · Debit Card Balance	0.00	-14.99
65010 · Books, Subscriptions, Reference - Other	0.00	8.29
<b>Total 65010 · Books, Subscriptions, Reference</b>	230.68	609.45
65020 · Postage, Mailing Service	0.00	177.00
65040 · Office Supplies	0.00	516.92
65050 · Telephone, Telecommunications	62.69	258.85
<b>65060 · Automation</b>		
65061 · MVLS Automation	0.00	236.43
65062 · Spectrum	89.99	541.29
65060 · Automation - Other	310.37	1,019.66
<b>Total 65060 · Automation</b>	400.36	1,797.38
<b>65100 · Other Types of Expenses</b>		

5:08 PM

05/25/21

Accrual Basis

**Sharon Springs Free Library**  
**Profit & Loss YTD Comparison**  
April 23 through May 27, 2021

	<u>Apr 23 - May 27, 21</u>	<u>Jan 1 - May 27, 21</u>
65150 · Memberships and Dues	0.00	133.99
<b>Total 65100 · Other Types of Expenses</b>	<b>0.00</b>	<b>133.99</b>
66000 · Payroll Expenses		
66001 · Taxes, Disability, Unemployment	341.70	2,254.61
66000 · Payroll Expenses - Other	1,945.73	9,425.69
<b>Total 66000 · Payroll Expenses</b>	<b>2,287.43</b>	<b>11,680.30</b>
<b>Total Expense</b>	<b>3,965.16</b>	<b>21,175.79</b>
<b>Net Ordinary Income</b>	<b>-3,846.18</b>	<b>26,624.20</b>
<b>Net Income</b>	<b>-3,846.18</b>	<b>26,624.20</b>

Sharon Springs Free Library  
**Balance Sheet**  
As of May 27, 2021

	<u>May 27, 21</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · SSFL Money Market	47,958.95
1001 · Operating Fund	32,902.65
1002 · SSFL Building Fund	19,919.82
<b>Total Checking/Savings</b>	<u>100,781.42</u>
<b>Total Current Assets</b>	<u>100,781.42</u>
<b>TOTAL ASSETS</b>	<u><u>100,781.42</u></u>
<b>LIABILITIES &amp; EQUITY</b>	<u>100,781.42</u>



Sharon Springs Free Library  
Director's Report for May 2021 (5/27/21)

**Directors' Council Meeting** – missed while on vacation.

**MVLS Board Meeting**- May 19 was an abbreviated annual meeting in which awards were made, trustee slates were approved and everyone was encouraged to look at the member update pages.

**Changing Covid guidelines have produced confusion. Because we submitted a plan to NYS last year, we are unable to change our practices until we change that plan and approve the changes. I will be unable to do that until some time after June 1. It is important that we continue our regular practices and explain the reason why to our patrons who may become disgruntled. We still have a case of masks and can provide them.**

All staff had some time away this month but all shifts were covered. Kudos to Board member Gina and staff Joyce and JoAnn who covered my emergency leave this week. I will be reachable for the next week by phone but I am not scheduled back to work until June 4.

Thank you to the judges on the panel who read and rated the stories in our contest. Participants were very enthusiastic and additional patrons asked about it after seeing the results. This was a successful program and will be repeated (seasonally maybe?)

Thanks to a board member we now have a bag of food in the office (soup and such) which can be prepared for any homeless or hungry person who comes in.

The DOT has indicated that we will get a Library (arrow) sign on Rt 20 in each direction.

#### **May Grant Balances/Activity**

I completed the six module ALA training on facilitating conversations.

Attended ALA webinar on marketing

Wrote a letter to all of our representatives about our grant, asking for their endorsement.

We need to look at who is signatory to the debit card account. (If Pam, we need to change that)

There is a NASA grant open. I will review and consider a submission.

Current Status of Grant Funding (There have been no expenditures in May)

#### **IN SHS ACCOUNT**

2019 MVLS Dream and Do Adult Programming funding \$500	\$0
(\$200 on 2 jewelry classes, \$150 used for Sled Dogs- \$150 Dryland Mushing)	
2020 MVLS Dream and Do grant \$500 furniture minus 99.98- for 2chairs 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.

#### **IN DEBIT CARD ACCOUNT (with \$5.33 balance from previous SHS deposits)**

Walmart – Cybergrants 2021 Asked \$2740 for 3 computers/training. Rec'd.	2500.
Wells Fargo via Blackbaud	150.
ALA LTC	3000
MVLS SRP support	\$600

Total Grant Funds on hand: \$8489.05 with \$140 forthcoming when brochure finished.