

Sharon Springs Free Library Board of Trustees
Meeting Minutes
6/23/2022

Call to Order

The regular meeting of the Sharon Springs Free Library Board of Trustees was called to order at 6:58 p.m. on 6/23/2022 by President Jeanne Irwin.

Present

Trustees: Jeanne Irwin, Gina Gilbert, Patsy Nicosia, Belinda Feris, Bob Fucci, Kerry Parsons
Staff: Helen Thomas, JoAnn Fralick
Guest: Barbara Cousineau

Absent

Trustees: Tonja Law, Susan Rorick, Kate Walrath

Approval of Minutes

Minutes of the 5/26/2022 Board Meeting were reviewed and one change was made to eliminate the word "winter" from the Privilege of the Floor section.

ON A MOTION MADE AND SECONDED the minutes of the 5/26/2022 Board Meeting were approved with the one wording change made. (Bob/Jeanne)

Treasurer's Report (attached)

Treasurer's report was discussed and notation was made that -\$250 in the grants category will be reimbursed once the grant money is received. The summer reading program expenses will also be reviewed by the treasurer. The Treasurer's Report was then accepted as submitted.

President's Report

- Jeanne welcomed guest Barbara Cousineau who was invited to attend the meeting and take part in the Privilege of the Floor.
- Jeanne reported that she has e-mailed Mr. Nedelsky, Sharon Springs Central School Student Advisor, regarding collaboration with students and the library.
- The Methodist Church may begin a food drive at the church to help stock the food pantry in the Library Lobby.
- Jeanne conducted an employee recognition ceremony to show the board's appreciation of our excellent staff. Engraved bookmarks were given as tokens of appreciation to each staff member.

Director's Report (attached)

- Helen has finished serving as an MVLS Director's Council Representative.
- State Aid money has increased by 5.8% and the library construction grant application is open for 2022 with MVLS having \$885,000 to allocate. Eric stated that replacement windows for our library as well as high efficiency boilers would qualify so we plan to begin the application process.
- Helen reported on library sponsored programs held in the past month with the giveaway of plant seedlings being very successful with 49 attendees. Monies for the plants were provided by the Wellness grant.

- The Summer Reading Program begins on July 9th and runs through August 13th on Thursdays and Saturdays. JoAnn will be running the programs.
- Grant balance monies and future grant opportunities were discussed.

Privilege of the Floor

- Invited guest Barbara Cousineau was welcomed by the group and asked to comment on her experience as a library patron. Barb mentioned that the library “saved her” during the height of the COVID pandemic as she always had books to read. She also appreciates that the librarians have introduced her to new authors and that they make a concerted effort to purchase new books by her favorite authors.

Committee Reports

- Ad Hoc/Ballot Committee – Jeanne reported that this committee will meet over the summer to work on preparation for the next budget vote.

Old Business

- Jeanne will speak to the school over the summer regarding stripping and refinishing the library floors.
- Bob revisited the topic of putting an electronic sign outside the library.
- Book Giveaway - The group discussed when to have the next book giveaway and the consensus was that March/April would be the best time of year.

Adjournment

Meeting was adjourned at 7:50 p.m. The next meeting of the Board of Trustees will be held on Thursday, July 28th at 7:00 p.m.

Sharon Springs Free Library

Profit and Loss YTD Comparison

May 27 - June 23, 2022

	TOTAL	
	MAY 27 - JUN 23, 2022	JAN 1 - JUN 23, 2022 (YTD)
Income		
0001 Tax Revenue	0.00	43,860.00
1004 Fines	0.00	55.70
1005 Copies/fax/printer	31.60	302.20
1018 Lost Book and DVD	0.00	-18.99
43300 Grants	-250.00	-250.00
43301 Stewarts	0.00	900.00
43303 Walmart	0.00	777.00
43304 MVLS Advocacy Grant	0.00	2,250.00
43305 MVLS Summer Programming	500.00	319.56
44530 Local Government Grants	0.00	0.00
44531 Town of Sharon Springs	0.00	750.00
Total 44530 Local Government Grants	0.00	750.00
Total 43300 Grants	250.00	4,746.56
43400 Donations	22.40	232.80
43401 Donations - Other	0.00	75.02
43404 Clothing Shed	28.79	184.64
46431 Fundraising Letter	0.00	630.00
46432 Fundraising Totes	0.00	10.00
Total 43400 Donations	51.19	1,132.46
45000 Investments	0.00	536.25
45030 Interest-Savings, Short-term CD	2.14	12.57
Total 45000 Investments	2.14	548.82
46422 LLSA (Local Lib. Services Aid)	0.00	138.20
Total Income	\$334.93	\$50,764.95
GROSS PROFIT	\$334.93	\$50,764.95
Expenses		
62110 Accounting Fees	0.00	667.47
62151 Programs Adult	0.00	108.00
62152 Programs/Youth	0.00	275.45
62800 Facilities	0.00	0.00
62100 Contract Services	0.00	405.00
62101 Fyr Fighter	0.00	192.00
62801 Janitorial Services	144.00	864.00
Total 62100 Contract Services	144.00	1,461.00
62870 Property Insurance	0.00	604.00
62891 Fuel	0.00	2,766.62
62892 Electric	100.82	683.97

Sharon Springs Free Library

Profit and Loss YTD Comparison

May 27 - June 23, 2022

	TOTAL	
	MAY 27 - JUN 23, 2022	JAN 1 - JUN 23, 2022 (YTD)
62893 Water/Sewer	246.25	246.36
Total 62800 Facilities	491.07	5,761.95
65010 Books, Subscriptions, Reference	0.00	151.68
65011 Print Books	0.00	1,115.23
65013 DVDs	0.00	205.53
65016 Subscriptions - Mags, Newspaper	94.64	144.64
Total 65010 Books, Subscriptions, Reference	94.64	1,617.08
65020 Postage, Mailing Service	0.00	246.00
65040 Office Supplies	-7.32	543.21
65050 Telephone, Telecommunications	0.00	342.98
65060 Automation	0.00	236.43
65061 MVLS Automation	217.52	1,068.69
65062 Spectrum	99.99	601.44
Total 65060 Automation	317.51	1,906.56
65100 Other Types of Expenses	0.00	0.00
65110 Advertising Expenses	0.00	10.00
65150 Memberships and Dues	0.00	460.96
Total 65100 Other Types of Expenses	0.00	470.96
66000 Payroll Expenses	1,894.92	11,334.49
66001 Taxes, Disability, Unemployment	298.40	3,240.26
Total 66000 Payroll Expenses	2,193.32	14,574.75
80003 Machines	0.00	0.00
80004 Computers	0.00	990.47
Total 80003 Machines	0.00	990.47
Total Expenses	\$3,089.22	\$27,504.88
NET OPERATING INCOME	\$ -2,754.29	\$23,260.07
NET INCOME	\$ -2,754.29	\$23,260.07

Sharon Springs Free Library

Balance Sheet
As of June 21, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	60,485.98
1001 Operating Fund	27,497.43
1002 SSFL Building Fund	19,919.82
Total Bank Accounts	\$107,903.23
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$107,903.23
TOTAL ASSETS	\$107,903.23
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LIABILITIES AND EQUITY	\$107,903.23

Sharon Springs Free Library Director's Report, June 23, 2022

Meetings : There was no Director's Council meeting this month.

MVLS Board

I attended my last MVLS board meeting as the Director's Council representative on June 16. I submitted my resignation from the board effective immediately after that meeting. (The open meetings law has changed as of June so a quorum of in-person attendees is necessary for a vote. That means driving to Duaneburg.)

Actual numbers of state aid are not known yet, but we know the overall increase was 5.8%. The annual meeting will be in October. Participation is the key to success. The library construction grant application is open for the 2022 year. Several libraries are interested (I had emailed to ask if window and high efficiency boilers were good projects and Eric says they are.) MVLS will have \$885,064 to allocate. There is a library related bill under development. It would allow association libraries to participate in the NYS retirement system. Applications for the summer round of Advocacy grants are open (We still need to justify our last two.) Eight libraries had 2022 budget votes. \$16,204 was the average budget levy increase. 100% passed. Details will be attached to hard copies of this report.

Virtual Meeting

Schoharie County librarians met virtually with Donna Van Alst of the College of St. Rose regarding libraries hosting a social work intern 12 – 15 hours a week. The student would require a Social Worker supervisor and would be available to talk with patrons at the library in an informational capacity. They would need a private area, not necessarily a private room. I indicated that our usual patron traffic would not support such a service on a weekly basis, but that we could host a particular event or advertise the availability of the intern at other libraries.

Programming

5/28/22 (after last board report) Mosaic Stepping Stone – in – person craft demo by Sally Zeigler was attended by 9. This was the only in-person event in what had been an ongoing virtual series.

6/4/22 Plant Giveaway - our distribution of seedlings was very successful with 48 attendees and 100 seedling packets distributed. Distribution of the information was hampered by the lack of a food distribution in May. Local food banks were contacted and flyers created and posted. Board members Gina, Jeanne, Belinda and Kerry streamlined and supported the event. Additional volunteers participated. Responses were grateful. As this only amounted to \$250 of the anticipated funding from the Wellness grant. Staff time will be charged to the grant. (5 hours HT) This funding doesn't yet show in the grants column.

6/17/22 Book Discussion – "Educated, a Memoir," by Tara Westover 6/17, Seven attended

7/9 – 8/13/22 – Summer Reading Program – Thursdays 10-11 for ages 1-8 and Saturdays 10 – 11:30 for ages 5 – 11. Special activities every Saturday (Details attached to hard copy of this report) JoAnn has ordered supplies from the MVLS \$500 award. Stewart's children's programming funds could be used for staff support.

Virtual Programming

- Tech Savy – June 23 Tips and Tricks in Excel and Google sheets – Registration information not yet available

Miscellaneous

- The budget for our Advocacy Funds was delayed by a slow local response on pricing and by a misunderstanding regarding the redesign of the logo.

Collection Development:

- No additional orders were placed for collection development. May order represented \$131 (rounded to the nearest dollar) from Parsons donation. (\$10,000 minus \$131 = \$9869)

Succession planning and development of procedures

There is no activity to report this month in this category.

Grant Funding

- MVLS gave us a \$500 award available for summer reading program materials. We had applied for support of SRP programs and supplies. JoAnn is keeping track of expenditures.
- Northeast Wellness and Fitness Initiative grants for “promoting wellness, nutritional and health information and programs” Funds have not yet been received but are forthcoming to support three projects; 1. “Come Learn with Us,” an educational children’s program about home grown vegetables, “Come Grow with Us” a seedlings distribution for a summer garden, and “Come Walk with Us,” a project to provide pedometers and record cards to patrons who get to keep them at the end of the summer if they have improved their number of steps. We will need to determine appropriate use of remaining funds, perhaps distribution of produce.
- Walmart Community Grants are open
- Wish You Well Foundation has funding for child and adult literacy on a rolling basis.

In SHS Operating ACCOUNT

2020 MVLS Dream and Do grant \$500 furniture- NC from May	63.
Advocacy grant for brochures (\$1260 received) NC from May	777.
Stewarts Make-A-Wish grant for 2021 minus NC from May	600
Stewarts Make-A-Wish grant for 2022	900
MVLS Advocacy grant for School Budget vote support 2021	2500
MVLS Advocacy grant for School Budget vote support 2022	2250
Balance in SHS Operating	<u>7213</u>

In Debit card account

Walmart – Cybergrants 2021	723
Balance in Grant Debit Card account	<u>723.</u>
Total Grant Balance	<u>\$7936</u>