

**Sharon Springs Free Library Board of Trustees**  
**Meeting Minutes**  
**11/3/2022**

**Present**

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

Staff: Helen Thomas, JoAnn Fralick, Joyce Slater

**Absent**

Trustees: Susan Rorick

**Call to Order**

The regular meeting of the Sharon Springs Free Library Board of Trustees was called to order at 8:18p.m. on 11/3/2022 by President Jeanne Irwin.

**Approval of Minutes**

Minutes of the 9/22/2022 Board Meeting were reviewed

ON A MOTION MADE AND SECONDED the minutes of the 9/22/22 Board Meeting were accepted as presented (Jeanne/Belinda)

**Treasurer's Report (attached)**

Treasurer's report was discussed and accepted as submitted.

**President's Report**

- Nothing new this month

**Director's Report (attached)**

- Helen reported that job descriptions for staff are being updated.
- JoAnn won the MVLS Outstanding Staff Person of the Year Award and was honored at the MVLS annual meeting.
- New website is live and we have posted all necessary items to comply with minimum standards
- MVLS staff person, Mary Carrier, visited the library on October 13 to meet with Helen and Gina to offer training on making updates to our website.
- Our delivery dates have changed from to Monday, Tuesday and Friday, due to contract negotiations at MVLS. It may be interesting to look at comparative attendance.
- The Chamber of Commerce and the Rotary sponsored Trunk or Treat on Halloween night and Jeanne and Gina served hot chocolate in the lobby.
- The library will spend the remaining Wellness grant money in the next weeks for additional produce.
- Discussion of instating winter hours was discussed.
  - ON A MOTION MADE AND SECONDED it was agreed that the library hours would change to closing at 6:00 p.m. on Tuesday, Wednesday, and Friday from December 1<sup>st</sup> through March 31<sup>st</sup>. (Jeanne/Gina) Note: Bob Abstained

**Privilege of the Floor**

- Nothing this month.

### **Committee Reports**

- Fundraising – Gina reported that she has updated the fundraiser database and is ready to move forward with mailing fundraiser letters.

### **Old Business**

- Susan is meeting on with the contractor Chacho and Sons this week to finalize plans for replacing the doors.

### **New Business**

- None

### **Executive Session**

The executive session was called to order at 8:37p.m. by President Jeanne Irwin. Discussion included:

- Performance evaluation forms for Helen were distributed to the trustees and they were asked to complete the forms and bring them to the December meeting.
- Yearly monetary gift to staff for 2022 approved.
- Due to the NYS minimum wage increase effective on January 1, 2023, salaries for all staff will be increased accordingly.

### **Adjournment**

Meeting was adjourned at 8:50 p.m. The next meeting of the Board of Trustees will be held on Thursday, December 1<sup>st</sup> at 7:00 p.m.

# Sharon Springs Free Library

## Profit and Loss YTD Comparison

September 23 - November 3, 2022

	TOTAL	
	SEP 23 - NOV 3, 2022	JAN 1 - NOV 3, 2022 (YTD)
<b>Income</b>		
0001 Tax Revenue	0.00	43,860.00
1004 Fines	0.00	72.40
1005 Copies/fax/printer	82.00	571.00
1018 Lost Book and DVD	0.00	10.99
43300 Grants	0.00	-250.00
43301 Stewarts	0.00	900.00
43303 Walmart	2,277.00	3,054.00
43304 MVLS Advocacy Grant	0.00	2,250.00
43305 MVLS Summer Programming	0.00	319.56
44530 Local Government Grants	0.00	0.00
44531 Town of Sharon Springs	0.00	750.00
<b>Total 44530 Local Government Grants</b>	<b>0.00</b>	<b>750.00</b>
<b>Total 43300 Grants</b>	<b>2,277.00</b>	<b>7,023.56</b>
43400 Donations	0.00	1,495.31
43401 Donations - Other	0.00	2,575.02
43404 Clothing Shed	58.50	400.80
46431 Fundraising Letter	0.00	1,130.00
46432 Fundraising Totes	0.00	10.00
<b>Total 43400 Donations</b>	<b>58.50</b>	<b>5,611.13</b>
45000 Investments	0.00	536.25
45030 Interest-Savings, Short-term CD	2.49	22.38
<b>Total 45000 Investments</b>	<b>2.49</b>	<b>558.63</b>
46422 LLSA (Local Lib. Services Aid)	0.00	1,428.80
<b>Total Income</b>	<b>\$2,419.99</b>	<b>\$59,136.51</b>
<b>GROSS PROFIT</b>	<b>\$2,419.99</b>	<b>\$59,136.51</b>
<b>Expenses</b>		
62110 Accounting Fees	0.00	1,024.87
62151 Programs Adult	0.00	351.78
62152 Programs/Youth	-18.96	616.22
62800 Facilities	0.00	121.28
62100 Contract Services	0.00	970.00
62101 Fyr Fighter	0.00	777.00
62801 Janitorial Services	216.00	1,584.00
<b>Total 62100 Contract Services</b>	<b>216.00</b>	<b>3,331.00</b>
62870 Property Insurance	4,203.98	4,807.98
62891 Fuel	0.00	2,882.31
62892 Electric	94.57	1,063.42

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## Profit and Loss YTD Comparison

September 23 - November 3, 2022

	TOTAL	
	SEP 23 - NOV 3, 2022	JAN 1 - NOV 3, 2022 (YTD)
62893 Water/Sewer	-183.38	368.18
<b>Total 62800 Facilities</b>	<b>4,331.17</b>	<b>12,574.17</b>
65010 Books, Subscriptions, Reference	0.00	271.24
65011 Print Books	0.00	1,925.11
65013 DVDs	0.00	370.15
65015 Debit Card Balance	0.00	1,500.00
65016 Subscriptions - Mags, Newspaper	0.00	144.64
<b>Total 65010 Books, Subscriptions, Reference</b>	<b>0.00</b>	<b>4,211.14</b>
65020 Postage, Mailing Service	0.00	246.00
65040 Office Supplies	0.00	1,189.23
65050 Telephone, Telecommunications	0.00	692.04
65060 Automation	0.00	236.43
65061 MVLS Automation	217.52	1,938.77
65062 Spectrum	99.99	901.41
<b>Total 65060 Automation</b>	<b>317.51</b>	<b>3,076.61</b>
65100 Other Types of Expenses	0.00	0.00
65101 Fundraising Expenses	0.00	265.83
65110 Advertising Expenses	0.00	186.50
65150 Memberships and Dues	0.00	460.96
<b>Total 65100 Other Types of Expenses</b>	<b>0.00</b>	<b>913.29</b>
66000 Payroll Expenses	3,011.78	21,432.85
66001 Taxes, Disability, Unemployment	0.00	5,545.48
<b>Total 66000 Payroll Expenses</b>	<b>3,011.78</b>	<b>26,978.33</b>
80003 Machines	0.00	0.00
80004 Computers	0.00	1,696.81
<b>Total 80003 Machines</b>	<b>0.00</b>	<b>1,696.81</b>
<b>Total Expenses</b>	<b>\$7,641.50</b>	<b>\$53,570.49</b>
NET OPERATING INCOME	<b>\$ -5,221.51</b>	<b>\$5,566.02</b>
NET INCOME	<b>\$ -5,221.51</b>	<b>\$5,566.02</b>

# Sharon Springs Free Library

## Balance Sheet

As of November 3, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	58,218.79
1001 Operating Fund	12,070.57
1002 SSFL Building Fund	19,919.82
<b>Total Bank Accounts</b>	<b>\$90,209.18</b>
Other Current Assets	
12000 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$90,209.18</b>
<b>TOTAL ASSETS</b>	<b>\$90,209.18</b>
<b>LIABILITIES AND EQUITY</b>	
	<b>\$90,209.18</b>

## Sharon Springs Free Library Director's Report, October, 2022

### Programming

**10/21/22** Book Discussion – Poetry – In honor of the poetry festival, each person chose some poetry to read and share. The four who attended agreed that it was a good idea.

### Miscellaneous

- JoAnn won the MVLS Outstanding Staff Person of the Year Award and was honored at the 10/27 annual meeting.
- The Poetry Festival held two workshops here Saturday, 10/15/22.
- MVLS staff person, Mary Carrier, came out 10/13 to meet with me and Gina about changes to our website. The calendar function was not working, so she will continue to work on it.
- Gina has sent Mary Carrier almost all the files she needs for our website to be compliant with the minimum standards.
- Northeast Wellness and Fitness - Fresh produce left over from the unattended computer session was picked up in the lobby. We have provided \$40 worth of produce each week (9/26, 10/3, 10/11, 10/17 and 10/24) this month. That represents week 10 as proposed but funds remain. Since the produce continues to be taken, we will extend the process. The grant final report is due in December.
- Bar code numbers have been verified with MVLA, so new library cards have been ordered.
- Chocho indicates they have already ordered our doors and so are unwilling to delay for us to submit for a NYS construction grant in 2023.
- Rob Keller came in to shift bookshelves prior to construction of the new one. The 6 x 18 increase in space has been well received by all. His estimate for the new shelf was \$1375.
- Our delivery dates have changed from Tues, Thurs and Sat to Monday, Tuesday and Friday, due to contract negotiations at MVLS. It may be interesting to look at comparative attendance.
- Cobleskill has a clerk who is looking for additional hours on Mondays or Saturdays.
- The Chamber and the Rotary sponsored Trunk or Treat 10/31/22 Jeanne served hot chocolate in the lobby.

### Collection Development:

- May order represented \$131 (rounded to the nearest dollar) from Parsons donation. (\$10,000 minus \$131 = \$9869).
- August adjustment to July order – 24 large type books. (\$9869 minus \$161 = \$9708.)
- Juvenile books on marine animals \$146. (\$9708 minus \$ = \$9562.)
- Nothing was ordered specifically for collection development in August, September or Oct. The balance remains at \$9562.

**Succession planning and development of procedures-** Information on web site maintenance shared with Gina.

### Grant Funding

#### In SHS Operating ACCOUNT

Northeast Wellness \$2000	
(\$634 balance last month minus 5 weeks at \$40)	\$434
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 staff support for SRP (\$254)		
Story time support Through 10/27/22 (\$255 Minus \$55. 1 hr HT, 4 hrs JS)		200
Stewarts Make-A-Wish grant for 2022 NC	900	
MVLS Advocacy 2021 (\$2250) Tote bags, 500, 8/8 event \$97,		
Logo items, Stickers \$98, sanitizer \$225.62, mints \$265.83, letter head & envelopes for		
fundraiser \$365)	\$697	
MVLS Advocacy grant for School Budget vote support 2022	2500	
Balance in SHS Grant Accounts	\$5571	