

Sharon Springs Free Library Board of Trustees
Meeting Minutes
1/26/2023

Present

Trustees: Jeanne Irwin, Gina Gilbert, Belinda Feris, Bob Fucci, Kerry Parsons, Kate Walrath , Susan Rorick, Patsy Nicosia
Staff: Helen Thomas, Joyce Slater

Absent

Trustees: Tonja Law

Call to Order

The regular meeting of the Sharon Springs Free Library Board of Trustees was called to order at 7:03p.m. on 1/26/2023 by President Jeanne Irwin.

Approval of Minutes

Minutes of the 12/1/2022 Board Meeting were reviewed

ON A MOTION MADE AND SECONDED the minutes of the 12/1/22 Regular Board Meeting were accepted as presented (Susan/Kerry)

Treasurer's Report (attached)

- Treasurer's report was discussed and accepted as submitted.

President's Report

- Joint Automation Policy discussed per updates- approved and affirmed
- Discussion about moving to school budget vs. staying with town budget. Motion made and seconded to override the tax cap in our next budget proposal (Gina/Patsy)

Director's Report (attached)

- New JNF on mythology ordered to replace damaged old one. Two JNF related to history of U.S. presidents ordered to fill a gap in our collection. One JNF related to 2023 SRP theme, Louise Penny series #1-11 ordered in paperback due to revived interest in her early novels and to complete our collection.
- Northeast Wellness -All funds expended.
- 2020 MVLS Dream and Do grant furniture- new keys.
- Stewarts Make-A-Wish grant for 2021 minus staff support for SRP
- Story time support Through 10/27/22 (\$255 Minus \$55. 1 hr HT, 4 hrs JS)
- Books for holiday gifts for story time kids.
- MVLS Advocacy 2021 Tote bags, 500, 8/8 event Logo items, Stickers, sanitizer, mints, letter head & envelopes for fundraiser
- Balance in Grant Accounts \$4328

Privilege of the Floor

- Nothing this month.

Committee Reports

- Gina reports that \$6135 was raised through fundraising
- April 1 date set for Annual Great Book Giveaway

Old Business

- Belinda contacted agencies for insurance/disability RFP, order an “all in one” poster to display for up to date federal and NYS laws
- Sexual harassment training to be updated.
- Door replacement was successful.
- Cleaning position discussed.

New Business

- Ballot committee looking at budget for 2024.

Adjournment

Meeting was adjourned at 8:27 p.m. The next meeting of the Board of Trustees will be held on Thursday, February 23th at 7:00 p.m.

Sharon Springs Free Library

Profit and Loss YTD Comparison

January 1-23, 2023

	TOTAL	
	JAN 1-23, 2023	JAN 1-23, 2023 (YTD)
Income		
1005 Copies/fax/printer	17.80	17.80
43400 Donations	27.20	27.20
43404 Clothing Shed	50.27	50.27
46431 Fundraising Letter	650.00	650.00
Total 43400 Donations	727.47	727.47
46422 LLSA (Local Lib. Services Aid)	143.40	143.40
47500 Rental Income	750.00	750.00
Total Income	\$1,638.67	\$1,638.67
GROSS PROFIT	\$1,638.67	\$1,638.67
Expenses		
62110 Accounting Fees	80.00	80.00
62800 Facilities	16,018.84	16,018.84
62100 Contract Services	0.00	0.00
62801 Janitorial Services	156.00	156.00
Total 62100 Contract Services	156.00	156.00
62891 Fuel	731.12	731.12
62892 Electric	146.85	146.85
62893 Water/Sewer	-38.32	-38.32
Total 62800 Facilities	17,014.49	17,014.49
65010 Books, Subscriptions, Reference	0.00	0.00
65011 Print Books	180.70	180.70
65015 Debit Card Balance	500.00	500.00
Total 65010 Books, Subscriptions, Reference	680.70	680.70
65060 Automation	0.00	0.00
65061 MVLS Automation	217.52	217.52
65062 Spectrum	99.99	99.99
Total 65060 Automation	317.51	317.51
66000 Payroll Expenses	1,664.43	1,664.43
Total Expenses	\$19,757.13	\$19,757.13
NET OPERATING INCOME	\$ -18,118.46	\$ -18,118.46
NET INCOME	\$ -18,118.46	\$ -18,118.46

Sharon Springs Free Library

Balance Sheet
As of January 26, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	25,206.18
1001 Operating Fund	2,718.81
1002 SSFL Building Fund	19,919.82
Total Bank Accounts	\$47,844.81
Other Current Assets	
12000 Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$47,844.81
TOTAL ASSETS	\$47,844.81
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LIABILITIES AND EQUITY	\$47,844.81

Sharon Springs Free Library Director's Report, January 2023

Programming

1/20/23 Book Discussion – Louise Penny's Still Life (canceled/postponed discussion).

Miscellaneous

The new doors are in but not the pad at the Town door. Some difficulties still being resolved. New website is up and running. Further training due on calendar.

St. Pauly Textile year-end summary: 12,693 pounds donated to our shed in 2022, "enough to clothe an estimated 2,338 people all over the world." Based on volume, we received \$507.73.

Performance evaluations and NYS payroll forms completed for library staff.

Discussions have been ongoing regarding payroll process for cleaner.

Stewarts Make a Wish grant submitted for \$900 for children's programming.

Final report prepared for Northeast Wellness grant but submission failed.

Some funds were expended for collection development-details below.

Patron expressed gratitude for coat giveaway as her son got a set of Car Harts from it.

Partial snow day 1/19. Snow day 1/23

Directors' Council meeting 1/25/23

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 - Nov. The balance remains at \$9562.
- New JNF on mythology ordered to replace damaged old one. (\$19.99). Two JNF related to history of U.S. presidents ordered to fill a gap in our collection. (\$27.28) One JNF related to 2023 SRP theme (\$11.99) Louise Penny series #1-11 ordered in paperback due to revived interest in her early novels and to complete our collection. (\$87.97)
- (\$9562 minus \$147.23 = \$9414.77)

Succession planning-Jeanne has made some contacts for possible new director candidates.

Grant Funds

Northeast Wellness (\$2000) All funds expended.	\$0
2020 MVLS Dream and Do grant \$500 furniture- \$34 spent for new keys.	29.
Advocacy grant for brochures (\$1260 received) NC	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)	122
Books for holiday gifts for story time kids. \$200 - \$78	
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) Oct balance was \$697	
minus new lib cards \$530. Funds expended on books for Parade of lights	0
MVLS Advocacy grant for School Budget vote support 2022	2500
Balance in Grant Accounts	\$4328