

Bolton Free Library

Board of Trustees Monthly Meeting

MINUTES

June 24, 2020

Via Zoom

*****PLEASE SEE ATTACHED REPORTS*****

Call to Order/Roll Call: Joy Barcome (2021), Penny Belton (2025), Emma Calautti (2023), Rebecca Cooper (2023), Carla Cumming (2022), Doreen Martin (2021), Laura Papparatto (2024), Michelle Pollock (2024), and Fran Taitel (2025)

- **All Present**

Adoption of agenda (New Format)

- **Motion- Penny**
- **Second- Laura**
- **All in favor**

Approval of Prior Meeting Minutes: May 2020

- **Changes made to May 2020 Minutes as suggested by Michelle Pollock**
- **Motion- Fran**
- **Second- Doreen**
- **All in favor**

Period for public expression

- **None**

Correspondence:

- **Public computer (deadline- 8/28)**
- SALS – JA PC Model Support
- FY20-21 State Aid for Library Construction online application open - DEADLINE 8/28/20
- SALS – Overdrive Usage- **Total increase of 250%**

- Children's Book-Discussion regarding the author of a Children's Book presenting and having a book signing, in the future.

Personnel actions report :

- None

Treasurer's report: May 2020 (see attached report for details)

- Information was sent to the board before the meeting
- Report was reviewed
- Emma makes a motion to accept
- Rebecca seconds the motion
- All in favor

Director's report: May 2020 (see attached report for details)

- Report was sent to the board prior to the meeting
- Open for discussion
- Discussion regarding magazine subscriptions
- Doreen makes a motion to accept the report
- Laura seconds the motion
- All in favor

Executive Committee:

Did not meet

Committee reports:

Financial – Michelle Pollock

- PPP
- TDBank Affinity Program
- Magazine Subscriptions
- Public and Staff Computers
 - Discussion regarding purchased computers in 2016
 - Equipment purchased 2X a year
 - Agreement with SALS

Policies and Procedures- Joy Barcome

o Handbook to reflect the new hours

- * Look at wording: “hours may be changed”; “if something happens, it may affect the hours”.

Fundraising – Emma Calautti/Doreen Martin

o Plant Sale Results

- \$2,660.00
- Thank you, Carla for all of the work.

Buildings and Grounds – Carla Cumming

- Plexiglass and hooks will be installed before the opening
- Discussion regarding the hiring of the contractor that was hired to do work at the library:
 - David McAvinney

Grants – Penny Belton

o Applications for SALS grants

- Discussion surrounding where the needs are
- The grant request for the addition is extended a year
- Grant for windows
- Next grants may include: inside painting, Megan’s new desk, new carpeting/flooring

Annual Book Sale – Michelle Pollock

- Michelle makes a motion to cancel the book sale due to the pandemic
- Joy seconds the motion
- All in favor

Sunshine – Laura Papparatto

o Names & addresses in Google Docs

- Laura will work with Megan on this

o Information from Julie Whitney

- In process

o Thank you to Steve Budner – 4921 Lakeshore Drive, Bolton Landing, NY 12814

Personnel – Joy Barcome

o Employee Handbook

- Committee met, worked on the handbook and will meet again

Approval of Committees' Reports

- Fran makes a motion to accept the committee reports
- Laura seconds the motion
- All in favor

Old Business

Notary Public

o Contacted the State

Public Library Minimum Standards

- o See outline that was emailed to the board
- Committee was formed: Penny, Rebecca, Doreen and Megan

Library Archives Donation

- Scrapbooks/albums: Rebecca and Megan

Face Masks by Sheilagh Menzies

- Megan will get in touch with Sheilagh Menzies

Library Closing and Reopening Plans

o Have received all the plans from the Committee

New Business

- Fran will help Megan with the website
- Discussion regarding ramp reopening
- Copier not printing- North Country coming
- Glass slides as party of an historic exhibit (Megan will talk with Roger)

- Re-opening on July 7th

Events

- Possible Zoom Book Club
- Ticket Sales for quilt sold on line??

Period for public expression

- none

Dates of future board meetings

- July 22, 2020
- August 26, 2020
- September 23, 2020
- October 28, 2020
- November 25, 2020 (day before Thanksgiving) – November 18
- December 23, 2020 (two days before Christmas) – December 16
 - Motion to accept these future dates: Emma
 - Second by Doreen
 - All in favor

Town Board Meetings

- July 7, 2020
- August 4, 2020
- September 1, 2020
- October 6, 2020
- November 3, 2020 (need to verify – Election Day)
- December 1, 2020

Adjournment

- **Motion to adjourn at 8:31 PM: Emma**
- **Second: Joy**
- **All in Favor**

Respectfully submitted by:

Joy Barcome

BFL Secretary

7/7/2020

**PLEASE SEE ATTACHED REPORTS (YOU MAY NEED TO SCROLL
DOWN)**

Director's Report

June 24, 2020

Circulation for May

	<u>2020</u>	<u>2019</u>
Adult Books	21	646
Young Adult Books	0	127
Children's Books	0	242
Magazines	8	231
Books on CD/Playaways	0	265
DVDs	17	407
Toys	0	63
E-books	<u>174</u>	<u>184</u>
	220	2165

Respectfully Submitted

Megan Baker – Library Director

Bolton Free Library				
Expenses by Vendor Summary				
May 2020				
	May 2020			
	Current	May 2019 (PY)	Diff	
Baker & Taylor		564.63		
Bank of America	43.50	1,537.25		DVDs, Timesheets.com, credit for Food Network magazine (\$44.97)
Blue Shield Of Northeastern New York	520.31	508.91		June Health + Dental
Country Living	31.94			Magazine Subscription 2 Yrs
Document Solutions of the North Country	12.04	21.82		B+W copier support, plus usage
National Grid	49.28	85.63		Electric
People		94.50		
Real Simple	39.95	34.99		Magazine Subscription 1 Yr
SALS	277.71	416.34		Monthly Circulation April 2020
The Pioneer Woman		28.00		
Utica National Insurance Co.		15.00		
Verizon	66.36	77.75		Phone
Verizon Business		3.08		
Not Specified	3,359.26	3,284.87		Payroll, Payroll Taxes, Priority One Processing
TOTAL	\$ 4,400.35	\$ 6,672.77	-\$ 2,272.42	
TD Checking	5/31/2020	\$31,414.55		
TD Money Market	5/31/2020	\$121,138.75		

Saturday, Jun 20, 2020 03:43:29 AM GMT-7 - Accrual Basis

Bolton Free Library				
Profit and Loss YTD Comparison				
May 2020				
		Total		
	May 2020	Jan - May, 2020 (YTD)	Jan - May, 2019 (PY YTD)	Notes
Income				
4 Contributed support				
4010 Indiv/business contribution	30.33	51.05	139.25	Amazon Smile 1st Qtr 2020
4010.1 Appeal Letter		3,375.00	5,238.00	
4010.7 Donations		8.25	74.37	
4010.9 Trivia Donation			31.10	
Total 4010 Indiv/business contribution	\$ 30.33	\$ 3,434.30	\$ 5,482.72	
4210 Corporate/business grants		400.00	500.00	
4250 Nonprofit organization grants			2,500.00	
4510 Agency (government) grants			4,800.00	
4540 Local government grants		32,700.00	28,750.00	
Total 4 Contributed support	\$ 30.33	\$ 36,534.30	\$ 42,032.72	
5 Earned revenues				
5310 Interest-savings/short-term inv	32.22	323.90	294.19	
5320 Dividends & interest-securities		465.60	302.20	
5490 Miscellaneous revenue				
5495 Fines assessed			69.80	
5496 Copy Fee		52.90	97.70	
5497 Fax Fee		17.00	24.00	
Total 5490 Miscellaneous revenue	\$ 0.00	\$ 69.90	\$ 191.50	
Total 5 Earned revenues	\$ 32.22	\$ 859.40	\$ 787.89	
5800 Special events				
5810 Special events - non-gift rev				
5810.1 Booksale		6.00		
5810.12 Plant Sale	650.00	650.00		1st Deposit only
5810.13 Dancing Under the Stars		250.00		
5810.2 Cabin Fever		100.00	1,538.90	
5810.5 TD Affinity Program		2,495.62		
Total 5810 Special events - non-gift rev	\$ 650.00	\$ 3,501.62	\$ 1,538.90	
Total 5800 Special events	\$ 650.00	\$ 3,501.62	\$ 1,538.90	
Total Income	\$ 712.55	\$ 40,895.32	\$ 44,359.51	
Gross Profit	\$ 712.55	\$ 40,895.32	\$ 44,359.51	
Expenses				
6560 Payroll Expenses				
6562 Time Clock Software	18.00	90.00	90.00	
6563 Priority One Payroll Fee	71.00	443.00	429.39	
Wages				
Regular Pay	408.00	2,126.35		
Salary	2,638.48	13,192.40	15,946.71	
Total Wages	\$ 3,046.48	\$ 15,318.75	\$ 15,946.71	
Total 6560 Payroll Expenses	\$ 3,135.48	\$ 15,851.75	\$ 16,466.10	
6561 Payroll Taxes	241.78	1,254.26	443.98	
7200 Salaries & related expenses				
7240 Employee Health Insurance	520.31	3,121.86	2,544.55	
Total 7200 Salaries & related expenses	\$ 520.31	\$ 3,121.86	\$ 2,544.55	

Bolton Free Library				
Profit and Loss YTD Comparison				
May 2020				
		Total		
	May 2020	Jan - May, 2020 (YTD)	Jan - May, 2019 (PY YTD)	Notes
8100 Non-personnel expenses				
8110 Supplies			98.27	
8115 Supplies- Events (Funded)				
8115.4 Appeal Letter Expense			0.00	
8115.5 Cabin Fever			254.76	
Total 8115 Supplies- Events (Funded)	\$ 0.00	\$ 0.00	\$ 254.76	
8130 Telephone & telecommunications	66.36	334.22	379.96	
8140 Postage, shipping, delivery		55.00	200.00	
8170 Printing & copying	12.04	100.65	119.17	
8175 Library Programs		93.69		
8180 Books, subscriptions, reference				
8181 Books		2,105.34	6,905.88	
8181.1 EBooks		422.34	384.66	
8182 Video	70.47	662.82	386.88	
8183 Magazines	26.92	190.99	177.49	Country Living \$31.94, Real Simple \$39.95, credit Food Network - \$44.97
Total 8180 Books, subscriptions, reference	\$ 97.39	\$ 3,381.49	\$ 7,854.91	
Total 8100 Non-personnel expenses	\$ 175.79	\$ 3,965.05	\$ 8,907.07	
8200 Occupancy expenses				
8215 Building Maintenance		527.50	2,519.00	
8220 Utilities				
8221 Electric	49.28	399.57	519.81	
8222 Fuel Oil		1,404.13	2,414.10	
8223 Water & Sewer		302.10	274.00	
Total 8220 Utilities	\$ 49.28	\$ 2,105.80	\$ 3,207.91	
Total 8200 Occupancy expenses	\$ 49.28	\$ 2,633.30	\$ 5,726.91	
8300 Travel & meetings expenses				
8311 Chamber Meeting			20.00	
8320 Conference, convention, meeting			150.00	
Total 8300 Travel & meetings expenses	\$ 0.00	\$ 0.00	\$ 170.00	
8500 Misc expenses				
8560 SALS Circulation Fees	277.71	1,377.18	1,322.69	
8590 Other expenses			32.25	
Total 8500 Misc expenses	\$ 277.71	\$ 1,377.18	\$ 1,354.94	
9001.1 Office Supplies		293.95	747.05	
9003 Insurance				
9004 Worker's Comp		749.00	812.00	
9012 Disability Insurance		224.31	130.18	
9017 Fine Arts Insurance			355.00	
Total 9003 Insurance	\$ 0.00	\$ 973.31	\$ 1,297.18	
Total Expenses	\$ 4,400.35	\$ 29,470.66	\$ 37,657.78	
Net Operating Income	-\$ 3,687.80	\$ 11,424.66	\$ 6,701.73	
Other Expenses				
9800 Fixed asset purchases				
9820 Capital purchases - building		750.00		
Total 9800 Fixed asset purchases	\$ 0.00	\$ 750.00	\$ 0.00	
Total Other Expenses	\$ 0.00	\$ 750.00	\$ 0.00	
Net Other Income	\$ 0.00	-\$ 750.00	\$ 0.00	
Net Income	-\$ 3,687.80	\$ 10,674.66	\$ 6,701.73	

