

RCS Community Library  
Minutes of the Board of Trustees Monthly Meeting  
Monday March 9, 2020

Attendance: Marie Sturges (MS), Josie Bruno (JB), Meredith Wagoner (MW), Sheila Schwartz (SS), Tricia Visconte (PV), Laurie Dickerson (LD) and Library Director Judith Wines (JW).

Absent: Megan Aurelia (MA)

Guests: Bob Gramuglia (BG) of Bryans, Gramuglia, CPA's LLC

The meeting was called to order by MS at 7:03 p.m.

2019 Financial Review of the previous year by Bob Gramuglia

- BG presented an overview of the financial review conducted by Bryans and Gramuglia, LLC. He noted that a review is an inquiry and an analysis.
- Overall, it was a very good review.
- He presented a summary of what happened from one year to the next, with long term and short term foci.
- Overall, there was a \$1600.00 increase in Library funds from 2018.
- Short term focus:
  - \*Assets total \$ 321,000.00
  - \*Liabilities total \$21,000.00
- Expenses versus revenues were reviewed
- Actual numbers come from short term. More revenue came in, about \$15,000.00. There were more expenses, about \$18,000.00 mostly attributable to maintenance and building and grounds upkeep.

-Minutes from the February 2020 Board meeting will be approved when Megan is able to complete them.

## Library Director's Report

The RCSCSCL Director's report is available online or upon request.

### Outreach

- Teen outreach was a focus.

### Programming

- The Library held an enrichment class for students from PBC. A professional illustrator worked with a class from PBC.
- The Cheese and Chocolate event , hosted by Honest Weight was a hit.
- The basketweaving program had as many people on the waiting list as were in the class.
- The Yoga class has been going strong for a year.
- Photos of programs were described by JW.

### Miscellaneous

- JW reported that Bryan R. has resigned to take a new position.
- Pete Konsul came and repaired some of the outdoor fascia which is coming loose.

### Circulation

- Adult fiction is up- the Winter Challenge was really helpful in increasing the circulation of adult fiction. It had a larger growth than e content.
- Young Adult circulation decreased dramatically.
- JF was down.
- J Non-fic was way up.
- DVD's were down. A patron inquired about the Library possibly acquiring Whoopla, which we currently do not have. This is similar to the Libby program, but for movies.

### Financials

- Budget vs. Actual: RCS withholds the bond payment when they send the tax levy. This makes it easy for accounting as the yearly bond is paid all at once.
- Kathy Domery's position was budgeted for, but she retired. The money for that position is not being used.
- JW described e content expenses in response to an inquiry.
- Profit/ Loss: An unusual expense was supplies for the Winter Reading Challenge
- The Board members reviewed and signed the check register.

#### Presentation of the 2021 RCSCSCL Budget by JW

- The total amount of \$608,081.00 represents an increase of 2% in the tax levy overall.
- JW reduced fines in case we decide to do away with fines.
- Unbudgeted grant income line is a new budget line in the year's budget.
- There is a PILOT line in the budget this year.
- Trash expenses have decreased.
- JW budgeted an increase in building maintenance.
- A 2.5 % raise for staff is included.
- The clerk budget line has increased.
- There is money budgeted for substitutes to assist with flexible staffing.
- The NYS Retirement System number is dictated by NYS.
- Books represent a modest increase:
  - The periodical subscriptions have been increased.
  - The e content line has been increased.
- The UHLAN fee is dictated to us.
- The programming line was doubled due to the interest/ demand demonstrated by patrons.
- The auditor line was increased by \$ 400.00
- the travel expense line was decreased as staff has not been using it.

A motion to approve the levy amount of \$608,081.00 was made by PV and seconded by JB. The vote was unanimous approval.

A motion to approve the budget total of \$628,906.00 as presented was made by SS and seconded by MW. The vote was unanimous approval.

#### Trustees

- Russell Sykes has agreed to run as a trustee.

## Construction Grant Update:

- JW notes that contractors have come to view the parking lot job but that no one has yet dropped a bid.
- JW plans to go to the Village zoning board meeting to address the issue of the electronic sign.

## Automatic Renewal

- With this new policy, if a patron has an item, it would automatically renew. This would not pertain to new items.
- Pros: this change would improve customer service. It would be great for parents taking out many picture books at a time.
- Cons- no one could think of any cons.
- Patrons would receive an email noting that a book is due in two days. It would automatically renew if the book is not returned.
- Museum passes would not be eligible.

## Community Room Use Policy

- Up to six meetings may be scheduled at one time.
- Meetings can be scheduled up to six months in advance.
- Projector and screen reservations are available upon request.
- A motion was made to approve the new Meeting Room Policy as presented by JW, via PV and seconded by JB, The motion passes with all in favor.

## Acoustic Doorways

- Two concerts have been planned, with the help of Brian Melleck. One will be in April and one in May.

## Draft of the Health Guidelines for Service in a Health Emergency

- The Board was in favor of using the Health Guidelines as presented
- The Library may close is the corona virus comes to the RCS school district.

#### Upcoming Events

- 3/14 Pie Day
- 3/22 Tea Tasting
- 5/14 Chicken Barbecue

The meeting was adjourned at 8:30: pm, following a motion by SS and seconded by PV.

The next meeting will be held at 7:00 pm on April 13, 2020.

Respectfully submitted,

Laurie Dickerson, Secretary RCSCCL