

Enrich Lives, Celebrate Community, Inspire Creativity

**Board of Trustees April Meeting
April 20, 2020
10:00 a.m.**

Join the Meet by using this link in your chrome browser:

meet.google.com/kny-tsfz-pko

or

join by phone:

+1 505-445-3081 PIN: 643 155 315#

- I. April meeting call to order**
- II. Approval of March 25, 2020 minutes**
- III. Financial reports**
- IV. Tax Levy revisited**
- V. Annual Budget Vote: TBD**
- VI. Newsletter projected date (website)**
- VII. Reopening Modifications: administrative and engineering controls**
- VIII. Library Updates: Staff projects**
- IX. Chicken BBQ: May 14 cancellation**
- X. Adjournment**

The next meeting of the Board of Trustees is scheduled for May 11, 2020.

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 RCSCL 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 RCSCCL 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

RCS Community Library
Minutes of the Board of Trustees Meeting
Wednesday March 25, 2020
Meeting via Zoom audio video as a precaution during the corona
virus pandemic

Attendance:) Marie Sturges (MS), Megan Aurelia (MA), Josie Bruno (JB), Meredith Wagner (MW), Patricia Visconte (PV), Sheila Schwartz (SS), Laurie Dickerson (LD), Judith Wines (JW)

No guests

Next meeting via Zoom: Wednesday, April 1, 2020 10:00AM. If not needed, notification will be made to Board members by JW.

The meeting was called to order at 10:02 am by MA.

JW is recording the meeting.

The 3/18/2020 meeting minutes were accepted via a motion from SS and seconded by MW.

Continuation of Service Plan:

-JW described the goals of the Service Plan:

-To begin to structure what a return to business as usual might look like

-JW reviewed all points of the plan

-The four phases of the document were discussed

* the dates for beginning reopening will be changed to TBD

*The question of how the staff will be utilized during reopening was discussed

*JW raised to issue of using a public cleaning service prior to reopening.

This would be helpful for overall preparation before reopening as

well as

for public perception.

Re-examination of the Tax Levy:

-It is anticipated that the employees ERS contribution will probably go up if the stock market dives.

-At present, the Library actually contributes 15.22 %.

- If the tax levy was kept at 2%, rather than raise it to 2.5% , there would be money to raise the Library contribution to 20% (\$8213.00).

- A suggestion was made to keep the new budget at a 2% increase, which is the amount originally set at the 3/2020 Board meeting.
- The Board was in favor of keeping raises at 2.5% and the cap of the budget at 2%.
- If the ERS needs to be bolstered, taking the money out of the reserve account could be considered.

Library Updates

- Currently, all staff is busy. Some of the areas they are working on are;
 - becoming more familiar with software
 - developing programming
 - finishing ongoing projects
 - all staff have been flexible and helpful, rolling with the issues and changes at hand.

Construction Grant Update

- Margiasso Masonry gave a bid of \$3600.00 to remove existing blacktop four feet out from the sidewalk along the parking lot and to pour concrete level with the parking lot to the top of the sidewalk to eliminate the stop. There would no longer be a curb; therefore an obstacle for access would be removed.
- A motion to accept the above option for parking lot improvement was made by JB and seconded by PV. It was passed unanimously.

Questions and Concerns

-A question was raised about the new staff member. JW responded that he will start on Monday March 30. First, he will learn Asana and Wordpress software. He will be responsible for then Library statistics and will be interfacing with patrons at home.

The next meeting is scheduled for next Wednesday, April 1, at 10:00am, via Zoom. If there are no issues, the meeting will be cancelled.

The meeting was adjourned at 10:33 am via a motion from SS and seconded by JB.

Respectfully submitted, Laurie Dickerson,

secretary RCSCCL Board