



BEEKMAN LIBRARY ASSOCIATION
Board Meeting
Monday, July 23, 2018
Beekman Library Community Room

Trustees Present:, Bitsy Scigliano Breda Huvane Lynn Brickman, Kate Monroe, Karen Madden, Linda Jacobs, Beth Ferguson

Trustee Absent:

Trustee on Leave: Julie Mirsberger

Staff Present: Carol Fortier

Call to Order: Bitsy Scigliano called the meeting to order at 7:05 pm.

Approval of Minutes:

Kate Monroe made a motion to accept the minutes as written from the June 2018 board meeting. Karen Madden seconded. Passed unanimously.

Treasurer's Report: (on file)

Balance Sheet (cash in the bank):

as of June 30, 2018

Total Assets: \$ 488,066

as of July 17, 2018 (preliminary)

Total Assets: \$ 482,501

Income Statement:

as of:

	<u>June 2018</u>	<u>June 2017</u>
Total Income	\$ 458,449	\$ 422,957
Total Expenses	\$ 241,935	\$ 238,508
Net Income	\$ 216,514	\$ 184,449

Overall: 2018 Actual vs. 2018 Budget: Over budget by \$ 2,133
2018 Actual vs. 2017 Actual: Income higher by \$ 32,065

Friends of Beekman Library Report

- Rebecca Florance reported \$7000 was transferred to the library. Thank you Friends!
- July book sale had steady stream of people and earned about \$900

Director's Report:

See report on file.

- Thank you to Karen Madden for transporting the drive up book drop
- Shakespeare program was successful and well attended
- Welcome to Thelma Claudio who began June 26
- Thank you note shared from Irene Dugan
- Carol Fortier, director met with Mary Covucci, Town Supervisor and had a productive meeting regarding the relationship between the town and the library. Thank you Supervisor Covucci.

Committee Reports

Expansion Committee

No report

New Business

NYS Construction Grant Forms

Carol Fortier is completing the forms for the construction grant and is waiting for the NYSERDA audit information

NYSERDA Audit Report Review

Anticipate receiving the audit on or about July 24

Conflict of Interest Forms

Trustees completed the 2018 Conflict of Interest forms

Trustee Education and Evaluation

Discussed and reviewed the Trustee Handbook guidelines. Discussed process of reconciliation of accounts. Trustees will research NYS Trustee Association membership. Carol Fortier will set up library email addresses for all trustees. Beth Ferguson and Linda Jacobs will investigate available investment options. Carol Fortier will send electronic copies of the updated policy handbook and cash handling procedures to all trustees.

New Shelving

Discussed need for new shelving for the adult nonfiction and fiction areas. Carol Fortier will investigate salvage shelving from Barnes and Noble before purchasing new shelving.

Old Business

Unionvale Contract Update

Discussed counter proposal from Unionvale to MHLS regarding library service contract. UV agrees to pay for services for three years but eliminated the 2% annual increase and requests an annual statement from each library regarding service. MHLS will review the proposal.

Action Items

Beth Ferguson made a motion seconded by Karen Madden to approve the June 30, 2018 warrant for the payment of the May bills.

In favor: 7

Opposed: 0

Motion passed unanimously

Bitsy Scigliano made a motion seconded by Kate Monroe to authorize the director to purchase eight (8) 82-inch high shelving units to accommodate print material to exceed the furniture budget line by \$3071 pending first checking with Barnes and Noble salvage for comparable shelves.

In favor: 7

Opposed: 0

Motion passed unanimously

Public Comment

none

Motion to adjourn made by Kate Monroe seconded by Kate Beth Ferguson approved unanimously
Meeting adjourned 9:25 pm.

Next Meeting: Monday, August 27, 2018 7:00 pm.

Respectfully submitted by Lynn Brickman