



**BEEKMAN LIBRARY ASSOCIATION**  
**Board Meeting**  
**Monday, March 27, 2016**  
**Beekman Library Community Room**

**Trustees Present:** Tom Kraft, Kate Monroe, Lynn Brickman, Bitsy Scigliano, Julie Mirsberger Ed Lieberthal, Breda Huvane, Beth Ferguson

**Trustees Absent:** none

**Staff Present:** Carol Fortier-Rodriguez

**Call to Order:** Tom Kraft called the meeting to order at 7:05 pm.

**Monthly Expenditure Report:** The board members reviewed the expense report for February 2016.

**Approval of Minutes:**

Beth Ferguson made a motion to accept the minutes as written from the February 2016 board meeting. Ed Lieberthal seconded. Passed unanimously.

**Treasurer's Report:**

Balance Sheet (cash in the bank):

as of February 29, 2016

as of March 17, 2016 (preliminary)

Total Assets: \$302,135

Total Assets: \$663,848

Income Statement:

as of:

**February 2016**

\$ 33,122 Total Income

\$ 67,258 Total Expenses

\$ (34,136) Net Income

**February 2015**

\$ 4,724 Total Income

\$ 68,319 Total Expenses

\$ (63,595) Net Income

Overall: 2016 Actual vs. 2016 Budget: Income higher by \$29,948

2016 Actual vs. 2015 Actual: Income lower by \$29,459

Tax payments recieved from Town of Beekman and Town of Union Vale

**Director's Report:**

See report on file.

- Carol Fortier will investigate solar panels for the library
- Friends applied for non-profit status
- Thanks to Paul Grady for installing sign and planters. Great job!
- Carol Fortier will have back steps checked for safety
- Carol Fortier and Tom Kraft accepted the resignation of Ann Kummer from the Board

**Committee Reports**

*Long Range Plan Committee*

Focus groups to be held April 2 and April 5. Have responses from several people attending

Next step is the survey

**Old Business**

Carol Fortier provided changes to the 2016 budget as requested at previous meeting (on file)

**New Business**

*Phone service*

Carol Fortier is investigating less expensive phone plans

*Painting the Library*

Library is in need of new paint, has not been painted since opening

Estimates for painting whole interior and sections needed. Carol Fortier will get estimates.

#### *Procedures*

Discussed purchasing procedures to update policy to match NYLS procedures.

**Bitsy Scigliano made a motion seconded by Kate Monroe to accept Purchasing and Receiving Procedures as written. (on file)**

**In Favor 8 Opposed 0**

**Motion passed unanimously**

#### **Action Items**

**Bitsy Scigliano made a motion seconded by Julie Mirsberger to accept the Memorandum of Understanding between The Beekman Library and the Friends of the Beekman Library as amended. (on file)**

**In Favor 8 Opposed 0**

**Motion passed unanimously**

**Bitsy Scigliano made a motion seconded by Ed Lieberthal to accept 2016 hourly salaried rates. (on file)**

**In Favor 8 Opposed 0**

**Motion passed unanimously**

The library ended 2015 with a \$25,718 in income. Our policy states that our contingency fund balance must "be equal to the greater of four months current budgeted expenses or 33% of annual 414 funds".

Based on our 2016 budget and the 414 fund amount:

4 months expenses are \$151,067 and 33% of 414 funds is \$125,400.

Therefore the 2015 fund balance needs to be moved as follows;

\$8,180 to contingency funds for a total of \$151,089

\$17,500 to the capital fund for a total of \$76,010.

**Bitsy Scigliano made a motion seconded by Beth Ferguson to move 2015 year end fund balance of \$25,718 to the contingency fund (\$8,180) and the capital fund (\$17,500)**

**In Favor 8 Opposed 0**

**Motion passed unanimously**

**Bitsy Scigliano made a motion seconded by Ed Lieberthal to approve payment of the monthly bills from March 2016.**

**In Favor 8 Opposed 0**

**Motions passed unanimously**

**Kate Monroe made a motion seconded by Bitsy Scigliano to remove restrictions placed on Union Vale residents regarding special collections.**

**In Favor 8 Opposed 0**

**Motions passed unanimously**

#### **Public Comment**

none

Motion to adjourn made by Kate Monroe, seconded by Bitsy Scigliano approved unanimously  
Meeting adjourned 8:39 pm.

#### **Next Meeting**

**Monday, April 25, 2016 7:00 pm**

Respectfully Submitted by Lynn Brickman  
444;