



BEEKMAN LIBRARY ASSOCIATION
Board Meeting
Monday, April 1, 2019
Beekman Library Community Room

Trustees Present: Bitsy Scigliano, Lynn Brickman, Linda Jacobs, Kate Monroe, Beth Ferguson

Trustee Absent: Breda Huvane, Karen Madden

Trustee on Leave: Julie Mirsberger

Staff Present: Carol Fortier

Call to Order: Bitsy Scigliano called the meeting to order at 7:04 pm.

March meeting held April 1 to establish quorum.

Approval of Minutes:

Linda Jacobs made a motion to accept the minutes as written from the February 2019 board meeting. Kate Monroe seconded. Passed unanimously.

Treasurer's Report: (on file)

Balance Sheet (cash in the bank):

as of February 28, 2018

Total Assets: \$ 275,672

as of March 15, 2018 (preliminary)

Total Assets: \$ 254,563

Income Statement:

as of:

	<u>February 2019</u>		<u>February 2018</u>	
	\$ 4,886	Total Income	\$ 7,983	Total Income
	\$ 73,617	Total Expenses	\$ 78,295	Total Expenses
	\$ (68,731)	Net Income	\$ (70,312)	Net Income

Overall: 2019 Actual vs. 2019 Budget: Under budget by \$ 143
 2019 Actual vs. 2018 Actual: Income higher by \$1,580

Capital Fund Total Assets \$46,174

Funds from tax levy from Town of Beekman and funds from MHLS from Unionvale were received after this report.

Friends of Beekman Library Report

- March book sale successful, raised close to \$1500 and \$200 in raffle tickets
- Amazon account generated about \$500
- 76 members to date

Director's Report:

See report on file.

- Audit completed by Krishon and to be presented at April 22 board meeting
- Mortgage closing expected in June
- Received \$550 grant for summer reading from Stewart's shops and \$900 from Arts Mid-Hudson for summer concerts
- Shared information from meeting with Rebekkah Aldrich and library directors regarding next contract with Unionvale
- Presentation at Town board meeting went well highlighting things available at the library

Committee Reports

Expansion Committee

No report

Finance Committee

Beth Ferguson discussed the committee is working on the budget for 2020 and 2021 and 414 proposal, suggests a 4.6% increase of about \$19,200. Increase needed for expenses, salaries, and increase demand for materials especially electronic and audio books. Possible increase of \$0.01 per \$1000 of a \$300,000

property or \$0.25 per month or \$3.00 per year, which is about \$96 per year total tax levy for a \$300,000 property

Personnel Committee

No report

Policy Committee

Suggested passage of addition of no smoking on the grounds of the library

Turning Outward Committee

5 Committee conversations are scheduled, advertising and letters are going out mid April

New Business

Confirm Committee Membership and Chairs

Discussed responsibilities of committee members and chairs

Standing Committees

Finance: Beth Ferguson, chair, Linda Jacobs

Personnel: Karen Madden, chair, Kate Monroe

Nominating: Breda Huvane, chair

Policy: Bitsy Scigliano, chair, Lynn Brickman

Ad Hoc Committees

Building Expansion: Bitsy Scigliano, chair, Lynn Brickman, Beth Ferguson

Turning Outward: Lynn Brickman, chair, Bitsy Scigliano, Karen Madden, Carol Fortier, Kathy Reilly

414: Carol Fortier, chair, Beth Ferguson and Linda Jacobs: Finance, Kate Monroe and Karen Madden: Publicity, Breda Huvane, Bitsy Scigliano and Lynn Brickman: Petitions

Designated Bank Signers

Discussed recommendation by Carol Fortier for naming 3 bank signers and continue to require two signatures on checks

2019 Conflict of Interest Forms

Trustees completed conflict of interest forms

2018 Operating Fund Balance

Discussed recommendation by Carol Fortier about distribution of fund balance of \$39,003 from 2018. Contingency funds need 4 months expenses and require money to make it whole. Remaining money can be moved to capital fund. Fund balance is a result of increased fundraising by Friends, increased percentage from MHLS from Unionvale funds, and additional grants acquired during the year.

Old Business

None

Action Items

Bitsy Scigliano made a motion seconded by Linda Jacobs to approve the following recommendations regarding designated banks and signers for 2019:

Mid-Hudson Valley Federal Credit Union will serve as Beekman Library's bank for the operating account.

Hudson Valley Federal Credit Union will serve as the bank for the contingency funds and operating funds in excess of \$250,000.

TEG Federal Credit Union will serve as the bank for the capital fund and operating funds in excess of \$250,000.

PayPal will serve as an online payment service for fines, fees and donations.

Signers on the accounts will be President, Bitsy Scigliano, Treasurer, Beth Ferguson and Director, Carol Fortier. As per our policy and procedures, all checks will bear two signatures.

In favor: 5

Opposed: 0

Motion passed unanimously

Kate Monroe made a motion seconded by Bitsy Scigliano to accept the addition of the line in the policies Patron Code of Conduct, "There will be no smoking in the library or anywhere on the library grounds."

In favor: 5

Opposed: 0

Motion passed unanimously

Bitsy Scigliano made a motion seconded by Beth Ferguson to add \$7300 to the contingency fund to make it whole and move \$7,300 from the HVFCU checking to HVFCU Money Market account. The remainder of the fund balance of \$31,700 will be moved to the capital fund by moving \$31,700 from the TEG savings to the TEG Money Market account.

In favor: 5

Opposed:0

Motion passed unanimously

Beth Ferguson made a motion seconded by Linda Jacobs to approve payment of the monthly bills from March 2019.

In favor: 5

Opposed:0

Motion passed unanimously

Public Comment

Brian Reiter expressed interest in becoming a trustee on the board

Motion to adjourn made by Beth Ferguson seconded by Bitsy Scigliano approved unanimously
Meeting adjourned 8:01 pm.

Next Meeting: Monday April 22, 2019 at 7:00 pm.

Respectfully submitted by Lynn Brickman