



BEEKMAN LIBRARY ASSOCIATION
Board Meeting
Monday, May 20, 2019
Beekman Library Community Room

Trustees Present: Bitsy Scigliano, Lynn Brickman, Linda Jacobs, Karen Madden, Beth Ferguson, Brian Reiter

Trustee Absent: Kate Monroe, Breda Huvane

Trustee on Leave: Julie Mirsberger

Staff Present: Carol Fortier

Call to Order: Bitsy Scigliano called the meeting to order at 7:00 pm.

Approval of Minutes:

Linda Jacobs made a motion to accept the minutes as written from the April 22, 2019 board meeting. Beth Ferguson seconded. Passed unanimously.

Review of 2018 Audit and Financial Statements by Kirshon & Co.

Mark Degiacamo from Kirshon presented the audit findings.

No issues with budget, tight and balanced, suggested some minor adjustments

See report on file

Report on Y.E.S. Program

Anne Marie Larkin, YES Library Assistant and Natalia Taborga, Teen Volunteer presented information about the Y.E.S program (Youth Empowerment through Service)

Have 29 teens currently in program working as reading buddies, homework helpers and book shelve

Teens develop good relationships and job skills, have nice rapport with people helping, learn responsibility and communication skills, keep log on work and responses to growth in program

Great program that is growing

Treasurer's Report: (on file)

Balance Sheet (cash in the bank):

as of April 30, 2019

Total Assets: \$ 567,716

as of May 13, 2019 (preliminary)

Total Assets: \$ 561,645

Income Statement:

as of:

	<u>April 2019</u>		<u>April 2018</u>	
	\$ 453,195	Total Income	\$ 452,949	Total Income
	\$ 156,061	Total Expenses	\$ 148,940	Total Expenses
	<u>\$ 297,134</u>	Net Income	<u>\$ 304,009</u>	Net Income

Overall: 2019 Actual vs. 2019 Budget: Over budget by \$ (5,318)

2019 Actual vs. 2018 Actual: Under prior year by \$ (6,875)

Capital Fund Total Assets \$78,916

Discussed maturing CD to roll over into flexible CD at a 3% or higher rate

Discussed possibility of moving some of the capital fund into a flexible CD to earn higher interest

Friends of Beekman Library Report

Rebecca Florance reported

- Need book donations, Tuesday and Fridays from 10:30 -2:00 will be open for donations
- Have more volunteers on Tuesdays working to sort and shelve books
- Using email chimp for email blasts
- Latest book sale earned about \$1200

Director's Report:

See report on file.

- Discussed and reviewed facility plan
- Septic cleaning is overdue. Carol Fortier to contact town as per lease
- Arts Mid-Hudson grant received for \$900. We are the only public library in Dutchess County to receive an award.
- Carol Fortier and Kathy Reilly worked with Chelsea Cove to provide library card sign ups during beach pass office hours
- Kathy is applying for the MHLS outreach grants for laptops for computer training

Committee Reports

Expansion Committee

No report

Finance Committee

No report

Personnel Committee

Met to discuss a matter related to a specific employee

Policy Committee

No report

Turning Outward Committee

2 sessions completed successfully, one canceled due to lack of participation, 2 more scheduled in June, good conversations and well received by participants, similar topics came up in each.

414 Committee

Need 600+ signatures to Town Clerk by July 15

Signatures are coming in. Dates set to attend events to reach goal by deadline.

New Business

Karen Madden made a motion seconded by Brian Reiter to enter executive session at 8:20 pm for the purpose of discussing a personnel matter related to a specific employee. All in favor

Bitsy Scigliano made a motion seconded by Karen Madden to leave executive session at 8:42 pm. All in favor.

Old Business

None

Action Items

Beth Ferguson made a motion seconded by Karen Madden to take \$50,000 (fifty thousand) from the money market account and put it into a CD at Hudson Valley Federal Credit Union at a rate of 3.25% for 24 months. Pam Nieto and Carol Fortier will work out the movement of funds so as not to exceed \$250,000 maximum in one institution and will report each movement to the board.

In favor: 6

Opposed: 0

Motion passed unanimously

Karen Madden made a motion seconded by Bitsy Scigliano to increase the hours of the Head of Circulation from 21 hours to 27 hours at a rate of \$15.50 per hour effective June 1, 2019.

In favor: 6

Opposed: 0

Motion passed unanimously

Lynn Brickman made a motion seconded by Linda Jacobs to approve library facility plan as presented with amendment of boiler replacement schedule to 2025.

In favor: 6

Opposed: 0

Motion passed unanimously

Bitsy Scigliano made a motion seconded by Beth Ferguson to approve payment of the monthly bills from May 2019.

In favor: 6

Opposed:0

Motion passed unanimously

Public Comment

None

Motion to adjourn made by Linda Jacobs seconded by Bitsy Scigliano approved unanimously
Meeting adjourned 9:10 pm.

Next Meeting: Monday, June 24, 2019 at 7:00 pm.

Respectfully submitted by Lynn Brickman