



BEEKMAN LIBRARY ASSOCIATION
Board Meeting
Monday, October 29, 2018
Beekman Library Community Room

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

Trustee Absent: Beth Ferguson

Trustee on Leave: Julie Mirsberger

Staff Present: Carol Fortier

Call to Order: Bitsy Scigliano called the meeting to order at 7:15 pm.

Approval of Minutes:

Karen Madden made a motion to accept the minutes as written from the September 2018 board meeting. Bitsy Scigliano seconded. Passed unanimously.

Treasurer's Report: (on file)

Balance Sheet (cash in the bank):

as of September 30, 2018

Total Assets: \$ 408,057

as of October 16, 2018 (preliminary)

Total Assets: \$ 387,864

Income Statement:

as of:

	<u>September 2018</u>		<u>September 2017</u>
	\$ 478,862	Total Income	\$ 442,367
	\$ 342,790	Total Expenses	\$ 348,288
	\$ 136,072	Net Income	\$ 94,079

Overall: 2018 Actual vs. 2018 Budget: Under budget by \$ 25,226
 2018 Actual vs. 2017 Actual: Income higher by \$ 44,993

Capital Fund Total Assets \$59,335

Above budget for the year due to Friends of Beekman Library donations, receiving grants and percentage of Unionvale funds received based upon library use

Friends of Beekman Library Report

- Vender Fair upcoming November 3
- Lollipops will be on sale for the upcoming holidays
- October Book Sale earned about \$1100

Director's Report:

See report on file.

- New shelves were installed making it easier to browse the selection
- Abbey Carpet fixed and patched the carpeting around the new shelves and other stained carpeting. Thank you.
- Ultraviolet water filtration system is not working. Carol Fortier is working with the company to fix ongoing problems.
- Lighting will be installed October 31 and November 1.

Committee Reports

Expansion Committee

No report

Finance Committee

Meeting scheduled for January 2019 to discuss mortgage

Personnel Committee

Met in November to discuss evaluations

Policy Committee

Updated changes to sexual harassment policy based upon NYS requirements
Discussed adopting policy based upon NYS recommendation

Executive Session

Karen Madden made a motion seconded by Bitsy Scigliano to enter Executive Session at 7:42 to discuss personnel matter. All in favor.

Bitsy Scigliano made a motion seconded by Kate Monroe at 7:56 to conclude Executive Session. All in favor.

New Business

Discussed Executive Director evaluation form to be completed by November 9

Discussed need for Board of Trustee self evaluation to be completed in January

Old Business

Ban of a Patron

Discussed need to update and change policy based upon discussion at Director's meeting

2019 Budget Discussion

Discussed budget as presented by Executive Director. Discussed annual appeal, library fees and charges.

Action Items

Kate Monroe made a motion seconded by Lynn Brickman to approve the October 2018 warrant for the payment of the bills.

In favor: 6

Opposed: 0

Motion passed unanimously

Breda Huvane made a motion seconded by Linda Jacobs to accept the 2019 Holiday and Early Closing Dates and 2019 Board of Trustee Meeting Dates list as presented.

In favor: 6

Opposed: 0

Motion passed unanimously

Linda Jacobs made a motion seconded by Karen Madden to approve the 2019 budget at a total of \$494,640.

In favor: 6

Opposed: 0

Motion passed unanimously

Linda Jacobs made a motion seconded by Karen Madden to accept the updated sexual harassment policy as presented.

In favor: 6

Opposed: 0

Motion passed unanimously

Public Comment

none

Motion to adjourn made by Bitsy Scigliano seconded by Karen Madden approved unanimously
Meeting adjourned 8:55 pm.

Next Meeting: Monday, November 26, 2018 7:00 pm.

Respectfully submitted by Lynn Brickman