



## BEEKMAN LIBRARY ASSOCIATION

### Board Meeting

Monday, March 25, 2024

Community Room

**Trustees Present** Bitsy Scigliano, Lynn Brickman, Joanne Ambrosini, Dewey Lee, Jeff Silverstein, Julie Burt

**Trustees Absent:** Amanda Herta, Beth Ferguson

**Trustee on Leave:** Kate Monroe

**Staff Present:** Carol Fortier

**Call to Order:** Bitsy Scigliano called the meeting to order at 4:57 pm

#### **Approval of Minutes:**

Joanne Ambrosini motioned to accept the minutes as written from the February 2024 board meeting. Jeff Silverstein seconded. Minutes approved.

#### **Treasurer's Report:** (on file)

Balance Sheet (assets and cash on hand):

as of February 29, 2024

as of March 14, 2024 (preliminary)

Total Assets: \$1,260,388

Total Assets: \$1,779,925

Income Statement:

as of

#### **February 2024**

\$ 6,587 Total Income

\$ 84,995 Total Expenses

\$ (78,409) Net Income

#### **February 2023**

\$ 4,111 Total Income

\$ 100,306 Total Expenses

\$ (96,195) Net Income

2024 Actual vs. 2024 Budget Income higher by \$14,623

2024 Actual vs. 2023 Actual Income Higher by \$17,786

Capital Fund Assets \$204,183

Funds from the town received

Consider Treasury Direct to invest short-term funds

#### **Director's Report:**

See report on file.

Construction complete in lower level. A few details to finish

Many changes in last few months and everyone is adjusting

#### **New Business:**

*Cleaning Downstairs:* Discussed amount of work done by TLC Cleaning

*Personnel Changes:* Discussed changes in responsibilities of staff and new hire

*Sexual Harrassment Training:* Discussed need for trustees to complete training, Carol Fortier will send link to trustees to complete yearly training

*May Meeting Date:* Discussed changing the May meeting date due to Memorial Day holiday and scheduling conflict

#### **Ongoing Business**

*Annual Report:* Reviewed NYS annual report

*Fund Balance:* Discussed moving fund balance to the capital fund since the contingency fund is adequate.

## **Action Items**

Dewey Lee made a motion seconded by Joanne Ambrosini to accept the following personnel changes:

Karen Mowbray, Head of Circulation and Technical Services and Bookkeeping Assistant at a rate of \$20.00 (twenty dollars) per hour.

Myra Jensen, Senior Clerk at a rate of \$16.80 (sixteen dollars and eighty cents) per hour.

Celeste Kubala, Senior Library Clerk at a rate of \$16.50 (sixteen dollars and fifty cents) per hour.

Mike Morano, passport agent at a rate of \$15.82 (fifteen dollars and eighty-two cents) per hour.

In favor: 6

Opposed:0

Motion passed unanimously

Lynn Brickman made a motion seconded by Jeff Silverstein to hire Robert Bellach as a library clerk and passport agent at a rate of \$15.56 per hour for 10 to 12 hours per week.

In favor: 6

Opposed:0

Motion passed unanimously

Joanne Ambrosini made a motion seconded by Julie Burt to approve the warrant for payment of the monthly bills as presented for March 2024.

In favor: 6

Opposed:0

Motion passed unanimously

Lynn Brickman made a motion seconded by Jeff Silverstein to give a gratuity of \$50.00 (fifty dollars) to TLC Cleaning for additional work completed on the lower level.

In favor: 6

Opposed:0

Motion passed unanimously

Dewey Lee made a motion seconded by Jeff Silverstein to accept and submit the NYS Annual Report for 2023.

In favor: 6

Opposed:0

Motion passed unanimously

Joanne Ambrosine made a motion seconded by Julie Burt to move the fund balance of \$70,107 (seventy thousand, one hundred seven dollars) to the capital fund.

In favor: 6

Opposed:0

Motion passed unanimously

Joanne Ambrosini made a motion seconded by Dewey Lee to change the date of the May Board of Trustees meeting to Monday, May 20, 2024 at 7:00pm.

In favor: 6

Opposed:0

Motion passed unanimously

## **Public Comment**

none

Meeting adjourned at 5:49 pm

**Next Monthly Board Meeting: Monday, April 29, 2024 7:00 pm**

Respectfully submitted by Lynn Brickman