

MLD Trustees Meeting – May 14, 2024 - 6:00 P.M.

TENTATIVE AGENDA – SUBJECT TO ADDITIONS AND/OR CHANGE

(* - Action Items)

Call to Order/Attendance

Adoption of agenda*

Minutes – April 2024

Executive Session

Finance Report -

Motion to approve abstract of vouchers*

Director's Report –

Committee Reports –

- Long Range Plan- No Report
- Policy/ By-Law- No Report
- Building and Grounds- No Report
- Budget- No Report

Old Business:

New Business:

- FOIL Requests
- Grace Riario Director, Ramapo Catskill Library System

Policy review/ revisions:

Privilege of the Floor - Public Comment- 3-minute limit per person

Adjournment

MAMAKATING LIBRARY
BOARD OF TRUSTEES MEETING

Held on Tuesday, April 9th, 2024 at 6:00pm at 128 Sullivan Street, Wurtsboro NY

1. **PRESENT:** Trustees Patricia Andersen, John Buying, Jennifer Holmes, Pamela Mann, Pamela Rice, Mark Tourtellott, and Director Cheryl Jones.

ABSENT: Chelsea Roth

The meeting was called to order at 6:00pm

2. **ADOPTION OF AGENDA**

Motion to adopt agenda as amended made by Patricia Andersen, seconded by Pamela Rice. Nay vote by John Buying, motion passes.

4. **APPROVAL OF MINUTES- MARCH 2024**

Motion to accept March minutes made by Mark Tourtellott, seconded by Pamela Mann. Nay vote by John Buying, motion passes.

5. **FINANCE REPORT**

Finance Report presented by Jennifer Holmes. See attached.

Motion to approved April vouchers made by Jennifer Holmes, seconded by Mark Tourtellot. All in favor, motion carried.

6. **DIRECTORS REPORT**

Director Cheryl Jones's comprehensive report was distributed. See attached.

Items of Note:

- Weed Warriors garden clean up day scheduled for 4/13 to get the gardens looking beautiful for spring
- The library gave out over 700 eclipse glasses to the community
- 11 Adult Programs serving 122 patrons; 12 Youth Programs serving 96 patrons
- 2 Teen Volunteers completed 5 hours of volunteer services in February

- Cheryl visited Tiny town on 3/5 and met 10 families and their kids to do a read aloud and talk about library services
- The town board approval of the storywalk on the D&H Canal Trail was covered on pg. 2 of the 3/29 Sullivan County Democrat

7. COMMITTEE REPORTS

- Long Range Plan- no report
- Policy/ByLaws- ALA Freedom Statement

Motion to accept and adopt the Mamakating Library Resolution Regarding ALA Library Bill of Rights as written made by Jennifer Holmes, seconded by Pamela Mann. All in favor, motion carries.

The Policy/ByLaws committee would like to have an attorney review the proposed ByLaws. The Budget/Finance Committee will discuss at their upcoming meeting.

- Building and Grounds – no report
- Budget/Finance – no report

8. OLD BUSINESS – N/A

- NYLAF

Motion to approve NYLAF Resolution to Join the Fund as amended made by Jennifer Holmes, seconded by John Buying. All in favor, motion carried.

- Mamakating Library Board Evaluation- documents sent for January meeting

The board reviewed and discussed the Mamakating Library Board Evaluation

9. NEW BUSINESS

- Harassment/ Hostile Work Environment Compliant

Complaint filed against Mamakating Library Board of Trustee member John Buying was reviewed and discussed. See attached.

- ALA Core Values for Librarians

Director Cheryl Jones shared the ALA Core Values for Librarians with the board (informational, no action required)

10. POLICY REVIEW/ REVISIONS

N/A

11. PRIVILEGE OF THE FLOOR

Public Comment – 3 minute limit per person.

Barbara Semonite, past board member, expressed gratitude to Cheryl Jones and the staff for collaborating with the Community Church Food Pantry on their crock pot food project. 77 crock pots were distributed along with ingredients for a cowboy crock pot soup. Item of note, last year at this time the Food Pantry was serving 60 families per month. The Food Pantry is currently up to 100.

Janet Lybolt, community member, expressed thanks to Cheryl for hosting D&H Canal 200th anniversary committee meeting and for taking the meeting minutes. This is a tremendous opportunity for the town and village to have visitors experience all that the community has to offer.

Richard Jones, speaking as a member of the community, expressed concern about one member of the Board of Trustees who is argumentative about procedures of the minutes, does not work well with rest of board members, insists other board members need to be replaced, has created a hostile work environment, and tends to micromanage policies and procedures of the board. As such, Mr. Jones respectfully recommends John Buying resign his position as a member of the Board of Trustees so that the position could be filled by a supportive and productive member of the community.

11. ADJOURNMENT

Motion to adjourn made by John Buying, seconded by Mark Tourtellot. Meeting adjourned at 7:37 pm.

Respectfully submitted,

Pamela Rice, Board Secretary

Mamakating Library

2024 Budget vs. Actuals - Thru April 33%

January 1 - May 6, 2024

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Income			
A1049 REAL PROPERTY TAXES			
A1001 Real Estate Taxes	372,000	372,000	100.00 %
Total A1049 REAL PROPERTY TAXES	372,000	372,000	100.00 %
A2499 USE OF MONEY & PROPERTY	21	100	21.00 %
A2649 FINES & FORFEITURES			
A4050 Fines income	231		
Total A2649 FINES & FORFEITURES	231		
A2799 MISCELLANEOUS LOCAL SOURCES		4,000	
A2770 Miscellaneous income	1,700		
Total A2799 MISCELLANEOUS LOCAL SOURCES	1,700	4,000	42.00 %
A3089.6 Restricted Grants & Donations	2,343		
A3099 STATE AID	2,812	3,340	84.00 %
A4060 UNRESTRICTED DONATIONS			
A4061 Donations - Unrestricted	159		
Total A4060 UNRESTRICTED DONATIONS	159		
Total Income	\$379,265	\$379,440	100.00 %
GROSS PROFIT	\$379,265	\$379,440	100.00 %
Expenses			
A7999 CULTURE & RECREATION			
A7410.1 Library- Personal Services	473	2,040	23.00 %
7410.11 Clerical	39,020	119,000	33.00 %
7410.12 Librarian	24,945	72,360	34.00 %
Total A7410.1 Library- Personal Services	64,437	193,400	33.00 %
A7410.2 Library- Equipment		1,400	
7410.21 Equipment expense	309		
Total A7410.2 Library- Equipment	309	1,400	22.00 %
A7410.4 Library- Contractual Expenses			
7410.41 Books	4,155	16,000	26.00 %
7410.405 Digital Media	3,063	10,300	30.00 %
Total 7410.41 Books	7,218	26,300	27.00 %
7410.42 Periodicals	356	500	71.00 %
7410.43 Audio/Visual	799	1,800	44.00 %
7410.44 Accounting	626		
7410.47 Cleaning Service	2,515	7,810	32.00 %
7410.48 Elections		250	
7410.52 Memberships	50	450	11.00 %
7410.53 Miscellaneous expense	20	600	3.00 %
7410.54 Professional Fees			
101 Accounting Fees		7,500	
102 Legal Fees		300	

Mamakating Library

2024 Budget vs. Actuals - Thru April 33%

January 1 - May 6, 2024

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Total 7410.54 Professional Fees		7,800	
7410.55 Postage and Delivery	73	450	16.00 %
7410.56 Program	625	2,300	27.00 %
7410.565 Program Supplies	398	350	114.00 %
Total 7410.56 Program	1,023	2,650	39.00 %
7410.57 DEBT Service Principal & Interest		26,200	
7410.58 Building & Grounds R&M			
7410.581 Repairs	1,071	8,140	13.00 %
7410.582 Maintenance	2,629	2,500	105.00 %
7410.583 Landscaping	1,258	3,500	36.00 %
Total 7410.58 Building & Grounds R&M	4,958	14,140	35.00 %
7410.59 Office expense	1,219	3,200	38.00 %
7410.60 Telecom	957	4,600	21.00 %
7410.61 Utilities	2,173	9,250	23.00 %
7410.62 Technology	4,528	18,000	25.00 %
7410.85 RCLS Service Fee	1,891	2,200	86.00 %
7410.86 Meetings & Conference	200	400	50.00 %
7410.87 Travel & Mileage		200	
Total A7410.4 Library- Contractual Expenses	28,605	126,800	23.00 %
Total A7999 CULTURE & RECREATION	93,350	321,600	29.00 %
A9199 EMPLOYEE BENEFITS			
A9010.7 Payroll Taxes		15,500	
9010.80 Taxes	6,447		
Total A9010.7 Payroll Taxes	6,447	15,500	42.00 %
A9030.8 Insurance			
9030.81 Disability	-174	1,215	-14.00 %
9030.82 Hospitalization	26	15,000	0.00 %
9030.83 Workers' Compensation	1,122	1,500	75.00 %
9030.84 Property Liability	3,773	3,700	102.00 %
9030.85 Directors and Officers	1,008	925	109.00 %
Total A9030.8 Insurance	5,754	22,340	26.00 %
A9040.0 Pension Expense		15,000	
Total A9199 EMPLOYEE BENEFITS	12,201	52,840	23.00 %
Capital Reserve		5,000	
Total Expenses	\$105,552	\$379,440	28.00 %
NET OPERATING INCOME	\$273,714	\$0	0%
NET INCOME	\$273,714	\$0	0%

May 2024

Voucher #	Payee	Amt	Note
0524-01	Orange & Rockland	\$ 321.65	
0524-02	Frontier	\$ 314.27	autopays 5/14
0524-03	VISA (CJ)	\$ 433.44	autopays 5/21
0524-04	OverDrive	\$ 327.46	ebooks/audio books
0524-05	Wells Fargo	\$ 103.00	printer lease
0524-06	Baker & Taylor	\$ 946.11	books
0524-07	Robert Hrabowsky	\$ 640.00	cleaning
0524-08	Patiana McMahon	\$ 75.00	Program Fee
0524-09	Midwest Tape	\$ 389.82	hoopla balance
0524-10	RCLS	\$ 4,279.00	IT & ILS Fees 2Q
0524-11	Ashley Bloom	\$ 100.00	Program Fee
0524-12	SCLS	\$ 50.00	SLI Membership
0524-13	RefKo	\$ 100.00	Landscaping
0524-14	Mirabito	\$ 629.94	propane delivery
0524-15	Shawangunk Journal	\$ 66.00	annual subscription
0524-16	Acorn Plumbing	\$ 850.00	Repair Leaky Fittings
0524-17	PN Fire & Burglar Alarm Co	\$ 611.00	Smoke Detec. Repair
0524-18	Utica National	\$ 478.00	Workers Comp Bal.
0524-19	Giuliana LaPiana	\$ 13.86	mileage
0524-20	Toshiba	\$ 356.50	Toner for printer
0524-21			
0524-22			
Total:		\$ 11,085.05	

Mamakating Library Board of Trustees Meeting

May 1st, 2024

Director's Report



Building & Grounds:

- The fire alarm was activated on 4/4 likely due to some power outages. It occurred when patrons were in the building and we used it as an opportunity to practice our fire drill procedure.
- Acorn Plumbing replaced fittings that were discovered leaking during the backflow testing.
- A smoke detector head malfunctioned and needed replacement. PN Alarm completed the service 4/15.
- The Poet Laureate “Poetry for Healing” Plaque has been placed in the front gardens near the bench. Thank you for Richard Jones and Frank Coviello for volunteering their time and tools to this effort.
- Rain Barrels, bike signage and other items removed for winter have been replaced on library grounds.
- Annual Generator Service was completed by Peak Power Systems on 4/30.

Closings/Service Interruptions & Generator Statistics:

- Generator has run for 20.1 hours total as of 5/1
- Power Outage on 4/4 (4+ hours) library stayed open with generator running to allow patrons to charge devices.

Programming:

Community Partnership Programs:

- Studio Kids w/ Community Design Workshop: 18 Participants
- Paint A Planter w/ FOL: 34 Participants
- Poet Laureate Plaque Unveiling(SUPLA): 16 Participants
- Canal Walk w/ BKAA: 5 Participants

Stand-alone programs

- Eclipses 101: 17 Participants
- Eclipse After Party: 10 Participants
- Garden Clean Up Event: 9 Participants
- Local Writers Night: 17 Participants

Series programs

- Books & Tea Discussion :12 Participants
- Keep It Short...Stories (KISS) Group: 8 Participants
- Storytime in the Park :51 Participants (5 sessions)
- Culinary Club: 13 Participants
- Tech Support: 11 Participants
- Writers' Group: 6 Participant
- Teen Advisory Group:7 Participants
- Malcolm's Tech Topics: 9 Participants
- Read to Mocha: 11 Participants
- Zen Schooling : 69 Participants (5 Sessions)
- Patiana's Art Program:16 Participants

Program Totals:

- 12 Adult Programs serving 123 patrons
- 11 Patrons received dedicated Tech Help time



Garden Volunteers getting dirty in service of our beautiful gardens



SC Poet Laureate Speaks at plaque unveiling ceremony.

- 16 Youth Programs serving 240 patrons
- 230 more Solar Eclipse Glasses and project instructions handed out to community members 550+ total
- 15 Teen & Garden Volunteers completed 27 hours of volunteer services in April

Outreach Services:

- We have planned class visits with the Chase School Kindergarten class regarding summer reading and will be providing SRP information to all Chase School children in May/June.

Press

- Shawangunk Journal Book Corner Article Re: Poetry Month in 4/4/24 issue.
- Press Release regarding Crock Pot collaborative program sent to Democrat for late April/Early May release. Forthcoming as of 5/1.

IT/ILS & Technical Services:

- Computer Users: 158 uses
- Wi-Fi Users: 1241
- Reminder: MFA should be activated on all @rcl.org email account shortly. You will be prompted to set it up soon, if you haven't yet.
- Library Director is working on moving our board portal to OneDrive to make it easier to access with your board email.

Circulation/Registration:

Previous Month's Physical Circulation

	2017	2018	2019	2020	2021	2022	2023	2024
January	2206	2231	2487	2400	1823	2040	1882	2195
February	1973	1956	2088	2169	1335	1840	1531	1925
March	2414	2225	2093	1180	1929	2110	1734	2264
April	2331	2013	2064	--	1710	1751	1705	2165
May	2121	2161	2180	--	1644	1636	1667	
June	2539	2288	2292	233	1909	1836	1818	
July	3150	2640	2682	939	2225	2232	2628	
August	2941	2760	2742	948	1870	2195	2822	
September	2440	2015	2310	1224	1904	1597	2276	
October	2166	2273	2239	1323	1969	1404	2029	
November	2214	2309	1956	1496	2126	1492	1947	
December	1704	2000	1924	1600	1991	1362	1918	
TOTAL	28,199	24,871	25,133	13,512	22,435	23,517	24,004	8549

Previous Month's New User Registrations

	2017	2018	2019	2020	2021	2022	2023	2024
January	29	14	19	19	9	17	19	17
February	16	18	12	20	8	16	12	12
March	12	22	9	4	15	12	12	14
April	28	23	18	2	8	21	11	31
May	24	16	15	3	6	21	16	

June	24	30	28	0	12	16	30	
July	34	32	32	8	34	41	42	
August	28	22	31	12	28	35	48	
September	26	14	31	9	23	21	22	
October	28	16	21	8	10	19	62	
November	28	10	11	6	12	20	21	
December	28	11	8	7	10	12	8	
TOTAL	305	228	227	98	175	251	303	74

Digital Collections:

Overdrive Circulation						
	2019	2020	2021	2022	2023	2024
January	323	305	394	486	603	658
February	264	229	429	400	508	635
March	334	298	444	439	552	642
April	293	475	338	448	564	544
May	291	497	408	495	537	
June	344	409	362	559	448	
July	296	373	404	552	438	
August	284	311	474	578	522	
September	272	314	427	499	524	
October	236	323	367	510	582	
November	205	334	419	506	569	
December	209	320	405	546	537	
Total	3142	4188	4871	6018	6384	2479

Unique Patron Access Hoopla			
	2022	2023	2024
January	32	36	54
February	27	42	53
March	33	49	55
April	28	35	44
May	20	36	
June	21	37	
July	31	39	
August	34	38	
September	33	36	
October	26	50	
November	33	37	
December	35	39	
Total:	353	474	206

Overall Circulations Report Hoopla			
	2022	2023	2024
January	108	131	178
February	98	133	179
March	112	137	162
April	98	127	167
May	63	94	
June	60	127	
July	116	90	
August	124	116	
September	113	118	
October	87	169	
November	118	111	
December	128	115	
Total:	1225	1468	686

Director's Meetings & Trainings:

- 4/10 Director's Association Meeting
- 4/10 Sullivan County Youth Book Festival Committee Meeting
- 4/11 Trustee Training: Budgeting

- 4/12 Sullivan Public Library Alliance Meeting
- 4/13 Friends of the Library Meeting
- 4/15 System Services Committee Meeting
- 4/17 Sullivan County Youth Book Festival Committee Meeting
- 4/18 ILS Committee Meeting
- 4/19 RCLS: Construction Aid Training
- 4/22 Policy & Bylaws Committee Meeting
- 4/29 RCLS : Running your Referendum Training
- 4/29 D&H Canal Bi-Centennial Committee Meeting
- 4/30 Koha Firstliner Training #1

Staff Development:

- Giuliana attended a training at RCLS on 4/17 called Coming Down to Storytime, designed to help storytime presenters create appropriate early learning/ literacy environments for your young patrons and their families.
- Donna & Cheryl began Koha Training. The “go-live” date is 8/5. All staff will have a variety of training opportunities prior to that date.
- Iwona is attending Monthly system-wide programming committee meetings to network and share ideas with staff from around the system regarding programming.
- Donna is attending monthly Circulation Tech Users Meetings to network and discuss ILS/Circulation issues with staff from around the system.
- Library Director has been accepted into LIU Advanced Certificate in Public Library Administration program beginning Fall 2024.

Friends of the Library News:

- FOL provided refreshments at the Poet Laureate Plaque unveiling and hosted a *Paint a Planter* program for Spring Fling on 4/27. Both were well attended and appreciate by the community.
- The Friends & Weed Warriors group did a Garden Clean up event on 4/20. The gardens are looking beautiful and we are grateful to all who helped out.
- The Friends are working on getting a small bookshelf to place at the laundromat to stock with books for users to read while they wait or take home.
- The FOL Book Fairies program is going strong and receiving great feedback in the community. A press release regarding the program will be going to news outlets soon.

Other News:

- April Patron Count: 1374
- BOT Finance Officer and Director are working on getting NYLAF account active and should be done soon.
- A local Eagle Scout Candidate, P. Roosa, has agreed to take on building/installing the Storywalk on the Canal Tow Path Trail. We will begin looking for grant funding soon. Timeline TBA.
- An incident with a patron and alleged service animal occurred on 4/20. Reports from the director and patron were investigated by the Board President and plan for future altercations has been developed.
- We have collected over 500 pair of used Eclipse glasses that will be sent to Astronomers Without Borders to be passed on to South American communities for safe viewing of an eclipse in their area later this year.

Upcoming Programs of note:

- 5/11 Art/Craft Supply Swap
- 5/16 Acting/Improv Class
- 5/18 Tech Topics: E-Commerce
- 5/25 Puzzle Race
- 5/28 Open Mic Night
- 5/31 Writers' Group

Upcoming Trustee Trainings:

- 10:00am June 3rd: Best Publicity Practices for Library Promotion
- 6:00pm June 11th: RCLS Menu of IT Services Review

Respectfully submitted,
Cheryl Jones, Library Director
May 14th, 2024