

Unadilla Public Library
Regular Board Meeting
Date: December 16, 2019

Call to order: President Sue Barnhart called the meeting to order at 7:03 pm

Trustees Present: Sue Barnhart, Jan Povlock, Beth Baldwin

Absent: Andrea Edwards, Barb Lennon

Others Present: Irene Murphy, Ron Mott

Past Minutes: November 2019 Motioned to approve by Jan Second by Sue

Financial Report: Abstract #7/ Voucher #26 (L7410.405/.430/.410) \$24.30 – Postage, Office
Supplies (Cups), Books for Holiday Raffle Motioned to approve by Sue Seconded by Jan

Treasurer's Report:

Bank Balances:

Checking (L200): \$33,893.91
Misc. Savings (L201): \$25,840.00
CD Citizens Bequest II (L202): -0-
Wright Fund (L203): \$3,221.05
Grant Money (L205): -0-
Friedman (L206): \$9,663.70
Petty Cash (L210): \$20

- CDs were opened at the Bank of Cooperstown on December 13th, 2019. Three separate 18-month CDs were opened: Friedman Fund (\$10,264.08), Wright Fund (\$3,221.33), and Bequest II (\$5,020.28). The interest rate is 1.75%. The CDs have only one authorized signer – Board Member Beth Baldwin - Treasurer Clarissa Riker will be added as a second authorized signer at a later date.
- Discussed holiday raffle of Scholastic books. Books costing \$17 were purchased and will be raffled off in 4 different groupings. The cost was posted to L7410.410 Books, however, because these are for a raffle rather than the library collection, the cost should be posted to L1990.400 Special Items.
- Discussion ensued regarding “negative items” in certain expense categories where we have already spent more than what was budgeted. See L7410.402 Miscellaneous/Petty Expenses, L7410.405 PO Box Postage and L7410.411 Processing. Adjustments should be made to the budget to reflect actual spending. However, in some cases, the funding for these expenses was received in the prior fiscal year, with the cost being reflected in the current fiscal year. For example, money for the newsletter was partially funded from a grant received from the Unadilla Community Chest in December 2018, but the cost for production of the newsletter (Miscellaneous/Petty Expenses) and postage (PO Box Postage) occurred later in June 2019. Check with Clarissa to see if we can move money from our Fund Balance in this case, or would we have to move money from other current fiscal year line items?

Requests for Treasurer: Abstract #7/Voucher #26 for Scholastic books purchases (\$17) were posted to L7410.410 Books, but should be posted to L1990.400 Special Items. Please reclassify.

Please update chart of account description L202, L203, and L206 to reflect Bank of Cooperstown rather than NBT. (Can we also indicate principal amount and/or maturity date in account description?)

Amounts deposited on November 12th for bag sales (\$5) were posted to L2082 Fines/Book Sales, but should be posted to L2706 Fundraising. Please reclassify.

Director's Report: * Participated in Santa Saturday on November 30th, 2019. Offered popcorn and a movie (Santa Paws) that day.

*Approached by Michael Czarnecki about presenting another program on poetry this year. Have scheduled him to come in on Thursday, December 19th to present "Poems and Stories from the Poetic Road".

*\$136.80 deposited for November book sales, fines, fees and donations.

*Received a \$500 donation from the Community Chest on December 12th. We did not submit a grant request. This donation was not made for a particular purpose.

*Planning to change our hours for Christmas and New Years. We will be closed Tuesday December 24th and Wednesday December 25th. On Tuesday December 31st we will not have evening hours, but will instead be open in the morning and afternoon until 3pm. We will be closed on Wednesday January 1st, 2020.

*November hours Marc 58 (6 hours vacation); Irene 55 (6 hours vacation)

*Have been looking into the possibility of obtaining an Amazon credit card. Currently we have a business account, where we order items and are billed later. With their credit card we would accumulate rewards points and be able to use the points at Amazon for book (or other) purchases. Will check with Amazon to get further information.

Next Meeting: January 20, 2020 (Martin Luther King Day) (time to be determined later)

Motioned to adjourn: 8:44 pm by Sue Second by Beth