

Unadilla Public Library  
Regular Board Meeting  
May 23, 2022

**Call to Order:** President Sue Barnhart called the meeting to order at 6:45pm

**Trustees Present:** Sue Barnhart, Beth Baldwin, Lois Baldwin; Trustees Susie Hull and Barb Lennon (both attended via Zoom)

**Others Present:** Irene Murphy, Ron Mott (via Zoom)

**Past Minutes:** April 18, 2022. Motion to approve by Lois Baldwin, seconded by Barb Lennon

**Financial Report:** Abstract #12/ Voucher #70 (L7410.411) 4CLS - Gift Processing \$5.00; Voucher #71 (L7410.413) 4CLS - Video Circuit \$200.00; Voucher #72 (L7410.480) Irene Murphy - Easter Candy \$32.97; Voucher #73 (L7410.480) Donna's Home Treats - Easter Egg Hunt Coupons \$65.00; Voucher #74 (L7410.480) Village Variety - Easter Egg Hunt Gifts \$70.00; Voucher #75 (L7410.480) Boudreau's Diner LLC - Egg Hunt Ice Cream \$65.00; Voucher #76 (L7410.411) 4CLS - Gift Processing \$14.00; Voucher #76 (L7410.411) 4CLS - Cataloging Fee \$24.50; Voucher #76 (L7410.411) 4CLS -Gift Processing \$22.00; Voucher #76 (L7410.413) 4CLS- Online Fee \$2,814.00; Voucher #77 (L7410.410) Amazon- Books \$153.38; Voucher #78 (L7410.407) Directive- Annual Billing \$550.00 Total of Abstract #12 vouchers: \$4,015.85 Motioned to approve by Sue Barnhart, seconded by Lois Baldwin.

**Treasurer's Report:** Approved with recording activity of all accounts by Beth Baldwin, seconded by Sue Barnhart

**Bank Balances:**

(L200) NBT Checking: \$20,088.12 reconciles to April 30, 2022 bank statement  
(L201) NBT Savings: \$37,128.32  
Principal amounts: Bequest I \$5,213.24; Bequest III \$1,910.28; Douglas \$5,006.90  
(L202) CD SFCU Bequest II: \$5,158.92  
(L203) CD SFCU Wright Fund: \$3,310.30  
(L204) SFCU MMA/Savings: \$21,008.28  
(L205) Grant Money: \$0.00  
(L206) CD SFCU Friedman Fund: \$11,448.33  
(L210) Petty Cash: \$30.00

(CD's mature 9/20/22)

- Board discussed suggestions made by the auditors from the Office of the New York State Comptroller, who are on site auditing the Village records. They suggested initialing (i.e. signing off) after our review of the library's monthly financial statements and bank statements. Since Beth Baldwin is our designated financial auditor, as appointed in February 2019, she will initial the monthly financial statements and bank statements.
- Board approved budget modifications for the following accounts: Transfer necessary amounts from L7410.102 Summer Program Personnel to L7410.103 Library Assistant to cover May payroll. Transfer necessary amounts from L7410.411 Processing to L7410.413 4CLS Services to cover automation fee (Abstract #12/Voucher #76).

- Board discussed term expiring on May 31, 2022 for three seats. Lois Baldwin would like to continue and will be nominated at the next meeting for a five year term. Sue Barnhart will ask the other trustees Barb Lennon and Susie Hull if they would like to serve another term.

#### **Requests for Treasurer:**

- Record \$3,300 in donations before the current fiscal year closes: \$3,000 for Tianaderah and \$300 for the Friedman Fund.
- Please reconcile all banks accounts each month to their bank statements.
- See above for budget modifications requested by Board.

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

- Revenues received for April were: Prints \$5.80; Book Sales \$64.50; Fines \$8.80; Donations \$2.60; 4 Towns Forward event book sale on April 23<sup>rd</sup>, 2022 \$200.95.
- We had several volunteers for the book sale, including Jan Povlock who helped with counting the money at the end of the book sale.
- Received a tax levy check from Unatego Central School for \$2,656.34. Check was deposited to the NBT Checking account.
- Chuck D'Imperio program on May 18<sup>th</sup>, 2022 at 6:30pm was attended by 14 adults. He will present again in October to discuss another book he has written.
- Library budget for 2022-2023 was submitted to Treasurer. Copies will be made for all Trustees.
- Ed Frazier submitted a quote for window screens. A total of 5 screens would be \$575, and the screens would go in the computer room, the children's room, and the meeting room. Barb Lennon motioned to approve purchase of screens, seconded by Sue Barnhart.
- Three damaged books were replaced for \$23.25.
- Hours submitted for April 2022: Mark- 56.5 (6 floating), Irene- 63 hours.
- Discussed mask policy and increase in COVID cases in Otsego County, masks are recommended at the Library, and we will follow county guidelines.
- Kelly Jones Clerk - Treasurer asked Irene to notify the Library board that the former Village Clerk /Library Treasurer paid Library employees their September 2021 payroll from the Village water account in error. Kelly will reimburse the Village \$1,640.31 from the Library checking account.
- The application for the Community Foundation Grant was submitted with a request for \$300 for the purchase of a new copier.
- Donations will be requested "by appointment" now. Recent donations of a lot of boxes were so old and musty that they had to be thrown out.

Next meeting June 20, 2022 at 6:30 pm

Adjournment: 8:32 Motioned by Sue Barnhart, seconded by Beth Baldwin

Respectfully submitted by Sue Barnhart 6/12/22