

**Chester Public Library**  
Board of Trustees Meeting  
Jan 21, 2020  
Call to order 7:30

**I. Call to Order**

*Present - M. Jagos, Aurora Robson-Coles, Cindy O'Connor, Kerry Cambria, Tony DiComo, Allen Hersbman.*

**II. Visitors Comments**

*No visitors.*

**III. Approval of Minutes**

No comments on the minutes from last month.

*-K. Cambria, made a motion to approve December's minutes. A. Hersbman seconded, motion passed 4-0.*

**IV. Correspondence**

n/a

**V. Disbursements**

-December's disbursements are tabled til next meeting.

**VI. Treasurer's Report**

Month of Dec. balance is total is \$123,563.86. Our operating funds had \$40,767.64 at the end of December. Because the CPL payroll runs about 30k per month, T. DiComo temporarily transferred \$20k from capital funds into operating funds to cover payroll until tax money is disbursed in February or March from the Town.

**At of the end of December:**

CPL Income was	\$1,226.70
CPL Expenses were	\$62,030.97
YTD Income was	\$664,889.71
YTD Expenses were	\$675,863.92
YTD We had a loss of	\$10,974.21 (unaudited)
DEC YTD had a profit of	\$155
EZPass had a profit	\$150
Passports had a profit of	\$4,925

As expected we are over budget on Payroll taxes because we budgeted for our physical year (January through December) but taxes are payable at the end of January so we don't get annual funds until February/March so we transferred the 20k from our Capital Funds to Operating Funds to cover our bills in the interim.

Additional Treasurer note: We use Quickbooks and Maureen's computer has been updated so Quickbooks doesn't work on her computer so they joined Techsoup which has a deal with the online version that is a

subscription for the first year at a cost of \$75 out of Capital Funds and subsequent years we don't know how much it will cost.

*-C. O' Connor, made a motion to approve taking \$75 out of Capital Funds to pay for the online Quickbooks subscription, K. Cambria seconded, motion passed 4-0.*

## **VII. Director's Report**

1. The annual year-end report will be due to RCLS on February 3, 2020. I will need to submit the report to them and you will be able to approve it at the February meeting. RCLS must submit a full system report in March.

2. On the 14th, I received a phone call from Frontier Communications that our telephone system had been hacked. They provided me a way to secure the system and prevent it from continuing. I have taken those measures with the help of the system installer. Once we get the January bill from Frontier we can ask for any charges to be waived.

3. We needed to have a plumber come in on December 31st. We had valve in the men's room that would not turn off and a drain in the women's room that needed to be unclogged. He mentioned that while he was able to fix the clog for now he recommended we bring in someone with a longer snake to get deeper into the wall.

4. For the past 2 years the staff has mentioned to me that very few people come in to the library on Christmas Eve. Patrons that do, mention that their home libraries are closed. In looking at the RCLS closing schedule I can concur that the statement is accurate. I would like to suggest that we also close on December 24th but remain open on December 31st since that seems to be a busy day.

5. Starting in February we will be teaming up again with AARP/ United Way to provide free tax aide to members of the community. Anyone is able to take advantage of this service it is not limited to certain populations or those with financial hardships. While AARP is here we will be doing weekly cleaning in the basement which will cost an additional \$240 per month.

## **Director's External Meetings**

1/17 – Annual Report Workshop at RCLS

### **Closings and Delays**

1/18 – closed early due to snow

## **8:40-8:51 Executive Session**

We went into executive session to discuss potential Board of Trustee candidates to decide which one would be a better fit for the Board.

*-C.O'Connor made the motion to elect Daniel Maboney as a new Board Member, K. Cambria seconded, motion passed 4-0.*

## **VIII. Old Business**

*n/a*

**IX. New Business**

n/a

**XI. Town Board Meeting Report**

n/a

**X. Adjournment 9:15**

*-Aurora Robson Coles made motion to adjourn, C. O'Connor seconded, motion passed 3-0.*