

Chester Public Library
Board of Trustees Meeting
Nov 19, 2019
Call to order 7:23

I. Call to Order

Present - M. Jagos, Aurora Robson-Coles, Caren Reigelhaupt, Dan Mahoney, Kerry Cambria, Tony DiComo, Allen Hersbman.

II. Visitors Comments

Dan Mahoney is interested in possibly sitting on the Board of Trustees at the library. Caren's position is ending at the end of December. K. Cambria gave Dan Mahoney a copy of the description of what is expected of the Board Members. Dan Mahoney is interested because he just moved here from Monroe with his wife and 3 children and is getting his masters in public administration. As a new resident to Chester, Dan is interested in being of public service. We discussed the role of a Board Member and how the meetings typically run as well as various current issues CPL is facing in terms of the lease and various structural issues with the building.

III. Approval of Minutes

No comments on the minutes from last month.

-C. Reigelhaupt, made a motion to approve October's minutes. K. Cambria seconded, motion passed 4-0.

IV. Correspondence

n/a

V. Disbursements

-K. Cambria looked over disbursements for August and September which appeared to be fine. K. Cambria noticed an invoice that was \$10 less than the check to pay it for Health Insurance. It has since been corrected.

-K. Cambria is suggested that perhaps there is a way to have a back up with the disbursements showing the actual bills for her to cross-reference with greater ease and accuracy. T. DiComo and M. Jagos will try to pull a report from Paychex to help make the information more clearly broken down for doing disbursements moving forward.

-A. Robson Coles made a motion to approve disbursements, C. Reigelhaupt seconded, motion passed 4-0.

VI. Treasurer's Report

YTD income through Oct.	\$661,244.67
Expenses YTD	\$530,153.90
D.E.C. YTD	\$135.00
E-Z Pass YTD	\$125.00 (*CPL buys EZ passes first, then as they are sold the income catches up).
Passports	\$4482.00 These funds can go to into the book budget or the general operating fund, but stays on the budget line.

C. Reigelhaupt inquired as to why she was signing a check to the Town of Chester that seemed high because it was \$35,853.88 but T. DiComo and M. Jagos explained that it was for employee retirement.

The CPL Capital Fund is currently at \$71,697.00 and Operating Fund is currently at \$192,000.00 which will have to last CPL through Feb.

CPL averages approx \$48k per month in expenses, so T.DiComo suspects we will be ok. M. Jagos pointed out that usually there is a drop in January. Payroll with taxes comes to around \$35k per month. If necessary, we can borrow from Capital Funds if necessary. M. Jagos doesn't expect the Town to forward the Library money in advance of receiving tax money this coming year. Last year they advanced the Library \$100k.

K. Cambria noted that Children's Programs is over budget by approximately \$1,000. The Family Passes and ANSR also went over which M.Jagos will look over to see if something was misallocated in Quickbooks that can address these overages.

We expect to be over budget at the end of the year on Payroll taxes.

-A. Robson-Coles, made a motion to approve treasurer's report, C. Reigelhaupt seconded, motion passed 4-0.

Chester Public Library
Director's Report
November 19, 2020

1. Governor Cuomo has signed the bill allowing the 90/10 split for construction grants. I have spoken to Stephen at RCLS and we would be eligible to up to 50% at this point. While he is not entirely sure of how the state makes the determinations, he believes it is based on the school lunch program. When the requests are set to the state the state determines who is awarded and at what percentage.

The Board discussed applying for a construction grant to cover the cost of repairing the ductwork. We also discussed getting an energy audit so we could possibly determine how long it would take to recoup the losses from the investment through the reduction in electric bills that this repair would translate to.

2. During set-up for the book sale we saw evidence of mice in the basement. Pest control has been contacted and we have begun service with them.

3. Joni, Charles and I returned on Saturday from the NYLA conference. Our reports will be available at the next meeting.

4. M. Jagos explained that 3 of the CPL's internet computer workstations for the public to use are 8-10 years old. RCLS is being hit by many viruses, CPL was hesitant to upgrade to Windows X, but 3 of the computers will not accept the update to Windows X. CPL needs to replace 2 with new machines and 1 of them just needs the update. RCLS sets up the machines for the public to use with security so that nothing can be downloaded unless M. Jagos changes those settings. The machines would be \$680 plus the labor from RCLS brings it to \$2,261.06. This would make it so that there would be 3 machines with all the updates. They would not be added to the maintenance plan. If the computers were then added to ANSR support it would be an additional cost of roughly \$2,400.00 per year.

-A. Robson Coles made a motion to approve the purchase of 2 new computers and 3 upgrades for CPL, A. Hershman seconded, motion passed 4-0.

Director's External Meetings

10/16 RCLS - Facial recognition workshop

10/22 RCLS – Algorithms workshop

10/30- United Way meeting in Newburgh

10/31- Orange County Library Association meeting on Goshen

11/13-11/16 NYLA in Saratoga Springs

VIII. Old Business

n/a

X. New Business

-Story Walk opens this week at 2pm.

-CPL installed a free library book cart at St. Columbus preschool which will be accessible.

XI. Town Board Meeting Report

C' O'Connor attended and had nothing to report except the approval of Allan Hershman to the Library Board of Trustees, which was not part of the public meeting.

X. Adjournment 9:45

-C. Reigelhaupt made motion to adjourn, K. Cambria seconded, motion passed 3-0.