

Middleburgh Library Association
Board of Trustees Monthly Meeting via Zoom
January 17, 2022

1. Call to Order and Welcome

A. Time – 6:02 pm

B. Present: Terry Pavoldi (Director), Sonny Ochs (Co-President), Diane Stewart (Co-President), Marilyn Wyman (Secretary), Cora Forslund, Kelly Rossmann (Treasurer), Carrie Foland, Andrea Paglieri and Deborah Brigadier (Best House Director).

Absent: Mal Martin and Maria McGrail.

C. Guest(s): None

2. Pledge of Allegiance

3. Agenda: Questions and Adoption

Motion to accept agenda. Andrea Paglieri, 2nd -Cora Forslund.

i. Aye – 8 No – 0 Abstain – 0

4. Approval of Minutes

Motion to accept December 2021 minutes. Diane Stewart, 2nd - Deborah Brigadier.

i. Aye – 8 No – 0 Abstain – 0

5. Treasurer's Report

a. Kelly updated the Board on our new accountant. Items were purchased that were previously approved by Board and at a small saving from approved amounts. Kelly closed out our safe deposit box. Reviewed FAM Funds status.

Best House. Made \$753 in December. Income exceeded expenses.

Best House insurance premium will need to be paid. Discussion about coverage of contents. Not satisfied with previous submissions not covered.

Motion to drop content portion of insurance policy. Deborah Brigadier, 2nd – Andrea Paglieri.

i. Aye – 8 No – 0 Abstain – 0

Nick Juried donation of \$45,000. is in the Best House account and is to be used to cover specified mold remediation and air quality controls.

Updated the board on salary and payroll insurance. Our new accountants will also cover the IRS taxes not previously paid, and now over due, by J Strauss.

Motion to accept Treasurer's report. Diane Stewart, 2nd - Deborah Brigadier.

i. Aye – 8 No – 0 Abstain – 0

6. Director's Report

a. We received a \$25,000 donation from the Bliss estate. It is to be used for the local history room and related resources and to pay down the mortgage. Since we have paid the mortgage off, Terry will reach out to the family to see about an alternative designation.

Motion to accept Director's Report. Cora Forslund, 2nd — Deborah Brigadier.

i. Aye – 8 No – 0 Abstain – 0

7. Committee Reports

a. Best House Advisory Committee There was a discussion relating to the terms of Nick Juried's donation of \$45,000.

Motion to contact companies to do mold remediation work as the donation terms. Deborah Brigadier, 2nd —. Diane Stewart.

i. Aye – 8 No – 0 Abstain – 0

Motion to have Ken Rossmann of Middleburgh Sheet Metal LLC. do the air quality and HVAC system once the mold remediation is done. Deborah Brigadier, 2nd —. Diane Stewart.

i. Aye – 7 No – 0 Abstain – 0 Kelly Rossmann recused herself from voting.

Deborah informed us that she was told there would be extensive construction on Clauverwie Rd. this summer, after school is out. We were told to secure fragile elements of the Best House to protect them, such as the stain glass windows.

Deborah would like us to consider QR codes to scan in order to make a donation. We can also use PayPal and Venmo. Deborah will provide an explanation of these payment options at our next meeting.

There was a proposal to consider giving Bobbi Ryan a title specifically relating to her many contributions to the Best House. It was determined that this can be accomplished by the Best House committee meeting and then shared with the Trustees.

Diane Stewart left the meeting at 6:30 p.m.

Motion to accept committee reports. Andrea Paglieri, 2nd – Kelly Rossmann

i. Aye – 7 No – 0 Abstain – 0

8. Old Business:

a. Executive Finance committee needs to meet so we can post the 2022 budget.

b. Chili cookoff is scheduled for March if we can move forward with it. Will be impacted by the status of Covid in the community.

c. We need to help recruit more candidates for Library Trustee positions. Potential candidates need to get the application at the library.

9. New Business. None

10. Public comment(s). None.

11. Adjourned 6:50 pm

a. Motion to adjourn – Carrie Foland, 2nd Deborah Brigadier.

i. Aye –7 No –0 Abstain –0

Next meeting will be February 21, 2022 @6pm.

Summary submitted by Marilyn Wyman

6:59 PM

02/08/22

Accrual Basis

Middleburgh Library Association

Account QuickReport

As of January 31, 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance
NBT Bank - 523901							221,721.02
Deposit	01/06/2022			Deposit	Donations BH	45,000.00	266,721.02
Liability Check	01/07/2022	E-pay	NYS Employment...	141397376 ...	-SPLIT-	-128.69	266,592.33
Deposit	01/10/2022			Deposit	-SPLIT-	4,139.00	270,731.33
Transfer	01/10/2022			Transfer	Best House ...	-45,000.00	225,731.33
Liability Check	01/13/2022		QuickBooks Payr...	Created by ...	-SPLIT-	-3,435.64	222,295.69
Check	01/13/2022	5974	Midtel	Acct# 0006...	Technology/...	-149.43	222,146.26
Check	01/13/2022	5975	Laraway's, Inc	Acct# 1923	Heating Fuel	-1,158.93	220,987.33
Check	01/13/2022	5976	Aaron's Electric Inc	Invoice # 69...	Equipment R...	-235.00	220,752.33
Check	01/13/2022	5977	Albany Institute o...	1 Pass	Programs	-100.00	220,652.33
Check	01/13/2022	5978	Staples Business...	Acct# 374720	Office/Librar...	-74.00	220,578.33
Check	01/13/2022	5979	Mohawk Valley Li...	Inv# 3961, ...	-SPLIT-	-2,655.15	217,923.18
Check	01/13/2022	5980	Ingram Library S...	Account # 2...	Books, Perio...	-185.40	217,737.78
Check	01/13/2022	5981	Lookout Books	Inv # ARU0...	Books, Perio...	-238.35	217,499.43
Check	01/13/2022	5982	Baker & Taylor	Cust # 7503...	Books, Perio...	-10.84	217,488.59
Check	01/13/2022	5983	Middleburgh Libr...	Lowes Rel...	-SPLIT-	-344.46	217,144.13
Paycheck	01/14/2022	DD1...	Pavoldi, Teresa M	Direct Depo...	-SPLIT-	0.00	217,144.13
Paycheck	01/14/2022	DD1...	Haley, Marie	Direct Depo...	-SPLIT-	0.00	217,144.13
Paycheck	01/14/2022	DD1...	Rolland Jr, Richa...	Direct Depo...	-SPLIT-	0.00	217,144.13
Paycheck	01/14/2022	DD1...	DeGross, Vicki L	Direct Depo...	-SPLIT-	0.00	217,144.13
Paycheck	01/14/2022	DD1...	Diamond, Michae...	Direct Depo...	-SPLIT-	0.00	217,144.13
Paycheck	01/14/2022	DD1...	LaMont, Anne M	Direct Depo...	-SPLIT-	0.00	217,144.13
Paycheck	01/14/2022	DD1...	Young-Cherizard...	Direct Depo...	-SPLIT-	0.00	217,144.13
Liability Check	01/18/2022	E-pay	United States Tre...	14-1397376...	-SPLIT-	-1,589.60	215,554.53
Liability Check	01/18/2022	E-pay	United States Tre...	14-1397376...	-SPLIT-	-816.88	214,737.65
Liability Check	01/27/2022	E-pay	NYS Employment...	141397376 ...	-SPLIT-	-125.16	214,612.49
Liability Check	01/27/2022	E-pay	NYS Employment...	8687686 7 ...	-SPLIT-	-196.73	214,415.76
Check	01/27/2022	5984	National Grid		Electricity	-501.61	213,914.15
Check	01/27/2022	5985	The Children's M...	Outreach M...	Programs	-150.00	213,764.15
Check	01/27/2022	5986	Darlene Zurek		Programs	-156.44	213,607.71
Check	01/27/2022	5987	Baker & Taylor	Cust # 7503...	Books, Perio...	-87.68	213,520.03
Check	01/27/2022	5988	BQ Tax & Accou...		Professional ...	-335.00	213,185.03
Check	01/27/2022	5989	Middleburgh Libr...		-SPLIT-	-331.80	212,853.23
Check	01/27/2022	5990	Teresa Pavoldi	Reimburse...	Programs	-12.50	212,840.73
Liability Check	01/28/2022		QuickBooks Payr...	Created by ...	-SPLIT-	-3,403.65	209,437.08
Paycheck	01/31/2022	DD1...	Pavoldi, Teresa M	Direct Depo...	-SPLIT-	0.00	209,437.08
Paycheck	01/31/2022	DD1...	DeGross, Vicki L	Direct Depo...	-SPLIT-	0.00	209,437.08
Paycheck	01/31/2022	DD1...	Haley, Marie	Direct Depo...	-SPLIT-	0.00	209,437.08
Paycheck	01/31/2022	DD1...	LaMont, Anne M	Direct Depo...	-SPLIT-	0.00	209,437.08
Paycheck	01/31/2022	DD1...	Young-Cherizard...	Direct Depo...	-SPLIT-	0.00	209,437.08
Paycheck	01/31/2022	DD1...	Rolland Jr, Richa...	Direct Depo...	-SPLIT-	0.00	209,437.08
Paycheck	01/31/2022	DD1...	Diamond, Michae...	Direct Depo...	-SPLIT-	0.00	209,437.08
Total NBT Bank - 523901						-12,283.94	209,437.08
TOTAL						-12,283.94	209,437.08

Middleburgh Library Association
Profit & Loss Budget vs. Actual
January 2022

	<u>Jan 22</u>	<u>Budget</u>	<u>\$ Over ...</u>	<u>% of Bu...</u>
Ordinary Income/Expense				
Income				
Aid / Grants				
Grants	3,250.00			
Total Aid / Grants	3,250.00			
Fundraisers				
Book Sale	50.00			
Total Fundraisers	50.00			
Donations, Gifts and Endowme...	450.00			
Total Income	3,750.00			
Expense				
Bldg Operation / Maint				
Equipment Repairs	235.00			
Bldg Operation / Maint - Other	41.44			
Total Bldg Operation / Maint	276.44			
Books, Periodicals & Audio Visu	2,699.89			
Office/Library Supplies	74.00			
Postage and Freight	69.00			
Professional Fees	335.00			
Programs	666.75			
Salaries and Wages				
Gross Payroll	8,150.36			
Payroll Taxes	792.29			
Total Salaries and Wages	8,942.65			
Technology/Telecommunicatio...	641.95			
Utilities				
Electricity	501.61			
Heating Fuel	1,158.93			
Total Utilities	1,660.54			
Total Expense	15,366.22			
Net Ordinary Income	-11,616.22			
Net Income	-11,616.22			

MIDDLEBURGH LIBRARY ASSOCIATION
BEST HOUSE 2022

TREASURERS REPORT	2021	January	February	March	April	May	June	July	August	September	October	November	December	2022 Actual	2021 Budget
BEGINNING BALANCE	\$ 52.37	\$ 9,445.91													
RECEIPTS:															
Fenimore Asset Management	\$ 12,500.00														
Unrestricted Donations (non-tour)	\$ 555.00														
Tours / Programs	\$ 1,845.00														
4th Friday Donations	\$ 288.00														
Restricted Donations		\$ 45,000.00													
Carriage House Repairs															
Fundraising - Other	\$ 110.00														
Village Tax Bill Appeal															
Paranormal Event	\$ 300.00														
Miracle on Main Street	\$ 553.00														
Total Receipts =	\$ 16,151.00	\$ 45,000.00													
DISBURSEMENTS:															
Village Water & Sewer	\$ (255.00)													\$ -	\$ 300.00
National Grid	\$ (1,035.20)	\$ (114.04)												\$ (114.04)	\$ 800.00
Fuel Oil / Service	\$ (3,087.49)	\$ (554.94)												\$ (554.94)	\$ 4,500.00
Insurance														\$ -	\$ 2,700.00
Marketing / Advertising Exp's	\$ (434.09)													\$ -	\$ 2,000.00
Lawn/Grounds Maint.	\$ (99.45)													\$ -	\$ 700.00
Repair & Maintenance (building)	\$ (554.97)													\$ -	\$ 2,000.00
Carriage House Repairs														\$ -	\$ -
MIDTEL (Middleburgh Telephone)	\$ (581.13)	\$ (48.61)												\$ (48.61)	\$ 500.00
Capital Improvement-														\$ -	\$ -
Membership														\$ -	\$ -
General Security	\$ (407.56)													\$ -	\$ 250.00
Haunted History Tours														\$ -	\$ 450.00
Web Domain														\$ -	\$ -
Programming Expenses														\$ -	\$ 220.00
Archiving/Preservation														\$ -	\$ 1,000.00
Miscellaneous	\$ (292.57)													\$ -	\$ 1,000.00
Fundraising Expenses														\$ -	\$ 500.00
Total Disbursements =	\$ (6,757.46)	\$ (717.59)												\$ (717.59)	\$ 1,000.00
Ending Balance =	\$ 9,445.91	\$ 53,728.32												\$ -	\$ 17,920.00

** Best House Account is a checking account used to pay all best house bills. Incoming money is deposited from fundraisers, donations, and Best Request.



The Middleburgh Library

Dr. Best House and Medical Exhibit

323 Main Street, PO Box 670

Middleburgh, NY 12122

(518) 827-5142

www.middleburghlibrary.info

Middleburgh Library

Director's Report – February 21, 2022

- **Financials:** Please see attached Operating Receipts.

Meetings and Workshops:

Thursday February 10th at 10:00: I attended a Patron Self-Registration information session via Zoom.

Wednesday February 14th at 10:00: I attended a Zoom meeting of the Schoharie County Library Directors

Wednesday February 16th from 9:30 – 12:30: Rebecca Young and I will attend the Summer Reading Planning workshop for children via Zoom.

Wednesday March 10th from 9:30 – 12:30: Rebecca Young and I will attend the Summer Reading Planning workshop for teens via Zoom.

- **Patron Self Registration:**

Patrons will now be able to register for a library card online through our catalog or a link on our website beginning February 23, 2022.

- **Projector:**

Kip Degroff is working on updating the old, outdated VGA cable that attaches the community room projector to laptops and devices. He will replace the cable and update the adaptors so that we can accommodate modern devices including Apple products.

- **Training:**

Training of our new hires, Laura Pelton and Ed Mintiens, has begun and is going well. We anticipate that Laura will be able to move into her new hours sometime in March and Ed will continue to train until Vicki Degroff retires.

- **Spotlight:**

Kudos to Rebecca Young, who has created an extremely popular Home School Mystery Box program including a very active Facebook group to go along with it. Each month through June, children will receive a box full of STEAM related projects. The feedback has been wonderful!

Middleburgh Library

2022

Month	YTD
February	YTD

	February	YTD
System Grants		
11.3 LLSA 2022		
11.3 LLSA 2021		
11.4 Legislative Grants (Bullet Aid)		
11.5 LSTA - System (Summer Reading)		
11.6 Other System Grants		
11.7 Other State Aid (Construction)		
Private Grants		
SEEC Grant		
Galasso Grant (General)		\$2,500.00
Caples Fund		
Summer Reading Grants		
MVLS Mini Grant		
Sterling Insurance		
Stewarts		
Price Chopper		
Donation from St. Marks Church		
Other		
Fam Funds (for Programming)		\$750.00
Total	\$0.00	\$3,250.00

	YTD
Other Receipts	
11.14 Gifts & Endowments	
January	\$450.00
February	\$25,500.00
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total Gifts & Endowments	\$25,500.00
11.15 Fundraising	
Concerts	
Book Sale	\$72.00
Book Nook	\$122.00
Tie - dye t shirts	

Middleburgh Library

2022

	Month	YTD
	February	YTD
Yoga		
SRP T-Shirts		
Basket Raffle		\$182.00
Total Fundraising	\$72.00	\$304.00
11.16 Donation Jar/Desk		
1-Jan		\$207.00
2-Feb	\$250.50	\$250.50
3-Mar		
4-Apr		
5-May		
6-Jun		
7-Jul		
8-Aug		
9-Sep		
10-Oct.		
11-Nov.		
12-Dec.		
Total Donation Jar/Desk	\$250.50	\$457.50
11.17 Other		
Book Reimbursement from Johstown		
Reimbursement from Fire Ins.		
SRP T-Shirts		
Reimbursement for BH Keys		
Book Replacement fines	\$60.95	\$60.95
Book Reimbursement from SCPL		
Reimbursement for chairs		
School Tax Funds		
Total Other	\$60.95	\$60.95
History & Genalogy Room	\$50.00	\$50.00
Total	\$25,933.45	\$30,072.45
Petty Cash Reimbursement		