

PALISADES FREE LIBRARY  
BOARD OF TRUSTEES

**AGENDA**

WEDNESDAY, OCTOBER 16, 7:00 PM AT THE LIBRARY

CALL TO ORDER

APPROVAL OF MINUTES FROM SEPTEMBER 11, 2024 MEETINGS

DIRECTOR'S REPORT

BUILDING REPORT

- Michael Esmay appeared before the planning board on Wednesday, September 25. It was approved to move to the Zoning Board.
- Construction Grant has been received by RCLS. Waiting for RCLS to announce funding.
- Landscaper moved rocks in front of parking lot fencing and filled with topsoil: \$1,580.

FINANCIAL REPORT

- 2024 YTD Operating Budget Report
- Update on Town Funding 2025
- Resolution to ask for 20% increase in 259 Funding
- Review of 2023 Audit

OLD BUSINESS

- Change in Bylaws to remove term limits
- Legacy brochure
- Farm Day Recap

NEW BUSINESS

- Nomination of Marjorie Galen and Erica Lockwood for 2 seats for the trustee term 2025-2029
- Review of RCLS 2025 Budget
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NEXT BOARD MEETING WEDNESDAY, DECEMBER 11, 2024. This is our annual meeting and we will elect

TRUSTEE TRAINING WEDNESDAY, OCTOBER 30, 6:30 PM AT THE BLAUVELT LIBRARY.

PALISADES FREE LIBRARY  
MINUTES BOARD OF TRUSTEES

WEDNESDAY, SEPTEMBER 11, 7:00 PM  
AT THE LIBRARY

Present: Marjorie Galen, presiding; Laurie Ferguson, Kathryn Shattuck, Yvonna Kopacz, Mary Murphy, Erica Lockwood, Maria Gagliardi recording  
Excused: Kris Haberman

Marjorie called the meeting to order at 7:02 pm

APPROVAL OF MINUTES FROM JUNE 5 AND JULY 29, 2024 MEETINGS

Laurie moved and Yvonna seconded. All in favor

NEW BUSINESS

- **Resignation of Marty Nealon from the library board. Yvonna moved to accept, Erica seconded. All in favor.**
- **Appointment of Mary Murphy to the library board. Kathryn moved to appoint Mary Murphy to the seat vacated by Marty Nealon that ends on December 31, 2025.**
- Clara Bingham Talk and Reception on October 6. Author of "The Movement: How Women's Liberation Transformed America 1963-1973". The board discussed the event and purchase of the books. The library will collect the money for the purchase of the books and we will decide closer to the date where to purchase the books.

DIRECTOR'S REPORT

- The new ILS has been implemented. There are lots of glitches being worked out but overall, the new product is an improvement.
- Shannon Ballesteros has left the staff. Evelyn Lynch has been hired as our newest part time circulation clerk.
- In August we received a \$8,250 anonymous donation with no restrictions.

BUILDING REPORT

- Michael Esmay will appear before the planning board on Wednesday, September 25. Michael will let us know if he thinks someone from the board needs to attend.
- Construction Grant has been received by RCLS. Waiting for RCLS to announce funding.
- Landscaper proposal to move rocks in front of parking lot fencing and fill with topsoil: \$1,580. **Yvonna moved and Erica seconded the approval of the proposal from Luna Landscapes to deliver rocks and topsoil to be placed in front of the fence in the parking lot.**
- We spent \$862 on computer equipment: new monitor at circ desk, memory upgrades for 2 computers, and replaced UPS battery backups.
- Back up sump pump got stuck in the "on" position and we used 19,000 gallons of water during an August storm. Water bill is \$243.13. A normal bill is \$25.

FINANCIAL REPORT

- 2024 YTD Operating Budget Report: Laurie reviewed.
- Request for Town Funding 2025: The town council was interested, and unaware of, the \$12,000 chargeback from the school due to the HNA Settlement.

## OLD BUSINESS

- Change in Bylaws to remove term limits: The proposed change to remove term limits from the Board of Trustees Bylaws was presented and reviewed.
- Legacy brochure: Marjorie will send out the draft. She asked for pictures anyone has of the library.
- Farm Day: Yvonna reviewed the event.

## ADJOURNMENT

At 8:00 pm Laurie moved to adjourn and Kathryn seconded. All in favor.

NEXT BOARD MEETING WEDNESDAY, OCTOBER 16.

TRUSTEE TRAINING WEDNESDAY, OCTOBER 30, 6:30 PM AT THE BLAUVELT LIBRARY.

**PALISADES FREE LIBRARY**  
**Operating Budget**

	<u>Jan - Sep 24</u>	<u>Budget thru Sept</u>	<u>Annual Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
TOWN OF ORANGETOWN	397,191.00	397,191.00	397,191.00
SOUTH ORANGETOWN SCHOOL	0.00	0.00	82,000.00
FINES	515.11	141.00	188.00
COPIER CHARGES	767.85	1,125.00	1,500.00
GRANTS	1,490.00	1,500.00	2,000.00
DONATIONS	62,594.34		
TAPPAN ZEE THRIFT	5,183.07	4,875.00	6,500.00
INTEREST & DIVIDEND INCOME	2,704.85	9,000.00	12,000.00
<b>Total Income</b>	<u>470,446.22</u>	<u>413,832.00</u>	<u>501,379.00</u>
<b>Gross Profit</b>	470,446.22	413,832.00	501,379.00
<b>Expense</b>			
<b>PERSONNEL - SALARIES</b>			
CERTIFIED LIBRARIANS	60,897.67	62,307.72	81,000.00
OTHER STAFF	95,458.67	96,153.86	125,000.00
DIRECTOR	81,520.00	81,538.48	106,000.00
<b>Total PERSONNEL - SALARIES</b>	<u>237,876.34</u>	<u>240,000.06</u>	<u>312,000.00</u>
<b>EMPLOYEE BENEFITS</b>			
Total PAYROLL TAX EXPENSE	17,318.66	18,360.00	23,868.00
HEALTH	41,515.67	41,538.48	54,000.00
RETIREMENT	8,523.45	10,384.62	13,500.00
WORKERS COMP & DISABILITY	1,219.73	2,692.34	3,500.00
<b>Total EMPLOYEE BENEFITS</b>	<u>68,658.75</u>	<u>72,975.44</u>	<u>94,868.00</u>
<b>Total PROFESSIONAL FEES/CONTRACTS</b>	28,992.90	32,675.50	41,584.00
Total ELECTRONIC DATABASES	7,047.82	7,050.00	9,400.00
Total BOOKS	12,890.30	13,200.00	17,600.00
BOOKS - Processing	730.65	750.00	1,000.00
PERIODICALS	4,254.82	3,120.80	3,500.00
Total AUDIO/VISUAL	<u>2,060.44</u>	<u>2,812.50</u>	<u>3,750.00</u>
<b>Total MATERIALS -</b>	26,984.03	26,933.30	35,250.00
EQUIPMENT	1,177.36	750.00	1,000.00
MAINTENANCE & REPAIRS	20,970.93	17,673.75	23,565.00
<b>Total SUPPLIES</b>	2,137.88	4,275.00	5,700.00
<b>INSURANCE</b>	8,261.41	7,100.00	7,100.00
<b>TELECOMMUNICATIONS</b>	3,049.34	5,123.25	6,831.00
<b>UTILITIES - Light, Heat &amp; Water</b>	6,224.63	7,130.00	9,000.00
<b>Total MISCELLANEOUS</b>	<u>3,614.23</u>	<u>4,196.25</u>	<u>5,595.00</u>
<b>Total Expense</b>	<u>408,090.11</u>	<u>418,832.55</u>	<u>542,493.00</u>
<b>Net Ordinary Income</b>	<u>62,356.11</u>	-5,000.55	-41,114.00
<b>Net Other Income</b>	13,069.32		
<b>Net Income</b>	<u><u>75,425.43</u></u>	<u><u>-5,000.55</u></u>	<u><u>-41,114.00</u></u>

## PALISADES FREE LIBRARY FUND BALANCE

As of August 31, 2024

<b>CASH ON HAND</b>		\$	432,107
Community Gift Fund Raised Through Donations	\$	(133,585)	
		\$	<b>298,522</b>
<b>ALLOCATED RESERVE FUNDS</b>			
Operating Cash Flow (to bridge until town issues funds in February)	\$	70,000	
Unemployment Reserve (library is self-insured)	\$	20,000	
Emergency Repair Funds (unanticipated repairs or improvements)	\$	35,000	
Friends	\$	15,775	
Historic Committee	\$	4,067	
Capital Fund	\$	136,482	
<b>UNALLOCATED</b>	\$	17,198	
<b>Total Reserved and Unallocated</b>		\$	<b>298,522</b>
<b>CAPITAL PROJECTS 2024-2026</b>			
150 square foot addition on basement level to mitigate flooding	\$	140,000	
Update bathroom to comply with ADA standards	\$	35,000	
Improvements to local history storage	\$	25,000	
Architectural Fees	\$	25,000	
Permit Fees	\$	5,000	
<b>TOTAL</b>		\$	<b>230,000</b>