PALISADES FREE LIBRARY BOARD OF TRUSTEES

AGENDA

WEDNESDAY, APRIL 10, 7:00 PM AT THE LIBRARY

CALL TO ORDER

APPROVAL OF MINUTES FROM FEBRUARY 7, 2024 MEETING

LIBRARIAN'S REPORT

New ILS change over in August. Will be closed one day for staff training on July 10.

BUILDING REPORT

- Michael Esmay filed the paperwork for the permit on March 20. The cost to file the permit was \$4,222. It's unlikely we will go before the zoning board before mid-May.
- Noel Smith outfitted reading room bookcases with wheels.

FINANCIAL REPORT

- Motion to rescind the resolution to hold a 259 referendum in the spring of 2024.
- Motion to remove Marty Nealon as a signer at Webster Bank and Royal Bank of Canada and to add Laurie Ferguson and Kris Haberman as signers on those accounts.
- 2024 YTD Operating Budget Report

OLD BUSINESS

- Building Projects: Children's Room, Water Solutions, Historic Storage, Bathroom
- Goods and Services Auction

NEW BUSINESS

- Motion to approve the Annual Report to NYS as presented
- Motion to approve 2023 Report to the Community

MEETING MINUTES DRAFT

CALL TO ORDER Marjorie called the meeting to order at 7:05 pm

APPROVAL OF MINUTES FROM DECEMBER 12, 2023 MEETING Kris moved and Kathryn seconded. All in favor.

LIBRARIAN'S REPORT

- Personnel Update: Joette Yore has resigned as a part time circulation clerk. Gilda McKenna will return as part time circulation clerk.
- 2023 Statistics are not dissimilar to 2022. DVD circulation continues to fall and electronic materials circulation continues to increase.

NEW BUSINESS

- Election of board officers:
 - Marty moved to elect Marjorie as president, Kris seconded. All in favor.
 - o Marjorie moved to elect Kris as vice president, Erica seconded. All in favor.
 - o Marjorie moved to elect Kathryn as secretary, Marty seconded. All in favor.
 - o Marjorie moved to elect Laurie as treasurer, Kris seconded. All in favor.
- Members appointed to committees: Marjorie made the following appointments to committees:
 - Finance: Marjorie and Laurie
 - Building: Marjorie, Kris, Marty, Erica
 - Nominating: Marjorie, Kathryn
 - o Sustainability: Marty, Kathryn, Erica, Yvonna
 - Fundraising: All board members
- Resolution to adopt an amendment to the 401K Plan moved by Marjorie and seconded by Kris, All in favor.
 - RESOLVED, the Amendment to Implement Hardship Distribution Provisions of the The Bipartisan Budget Bill of 2018 to the 401(k) Profit-Sharing Plan for the Employees of the Palisades Free Library (the Amendment) is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Plan Administrator the Amendment and to take any and all actions as it may deem necessary to effectuate this resolution.

BUILDING REPORT

 Back in December during a big storm the library lost power for several hours. The backup sump pump worked great. Instead of electrical power, it uses pressure from municipal water to pump out water. The water bill for December jumped from the usual \$21 to \$129. We used 13,000 gallons of water.

FINANCIAL REPORT

• Marty moved and Marjorie seconded the resolution add \$21,566 to the Community Gift Fund from the following budget lines: \$11,855 from donations; \$3,865 from Friends and \$5,846 from the Tappan Zee Thrift Shop. All in favor.

- Kris moved and Kathryn seconded a resolution to accept the Town of Orangetown funding agreement for 2024:
 - To Authorize the execution of the contract for library services between the Town of Orangetown and the Palisades Free Library for the term of January 1, 2024 to December 31, 2024. All in favor.
- 2023 Budget Report
- Kathryn moved and Erica seconded a resolution to hold 259 School District
 Referendum in the spring and double the funding from \$82,000 to \$164,000 for the
 Palisades Free Library. All in favor.

OLD BUSINESS

- Kris moved and Marty seconded a resolution to adopt the 2024 budget as presented.
- Building Projects: Michael Esmay has completed drawings to apply for a permit from the town to renovate the bathroom and add on to the Children's Room
- Progress on the Long Range Plan was reviewed and the board discussed extending the term
 of the current plan by one year. Long Range Plan: Kris moved and Marjorie seconded the
 resolution to extend the Long Range Plan by one year to 2025. All in favor.
- Goods and Services Auction: Marjorie will send an email to find a date for the Fund Raising Committee to meet during the week of February 12.

ADJOURNMENT

Meeting adjourned at 8:32 pm.

PALISADES FREE LIBRARY Operating Budget New

	Jan - Mar 24	Budget
Ordinary Income/Expense		
Income		
TOWN OF ORANGETOWN	397,191.00	397,191.00
SOUTH ORANGETOWN SCHOOL	0.00	0.00
FINES	152.30	47.00
COPIER CHARGES	285.90	375.00
GRANTS	146.00	500.00
DONATIONS	-8,384.17	
TAPPAN ZEE THRIFT	-4,023.76	1,625.00
INTEREST & DIVIDEND INCOME	518.33	3,000.00
Total Income	385,885.60	402,738.00
Evranae		
Expense Bank Service Charges	4.49	
PERSONNEL - SALARIES	4.49	
CERTIFIED LIBRARIANS	21,880.54	21,807.72
OTHER STAFF	33,498.01	33,653.86
DIRECTOR	28,480.00	28,538.48
Total PERSONNEL - SALARIES	83,858.55	84,000.06
Total EMPLOYEE BENEFITS	24,767.23	25,541.44
Total PROFESSIONAL FEES/CONTRACTS	7,967.04	10,396.00
MATERIALS -		
Total ELECTRONIC DATABASES	2,512.35	2,350.00
Total BOOKS	3,713.89	4,400.00
BOOKS - Processing	193.04	250.00
PERIODICALS	2,297.72	875.00
Total AUDIO/VISUAL	594.18	937.50
Total MATERIALS -	9,311.18	8,812.50
EQUIPMENT	0.00	250.00
MAINTENANCE & REPAIRS	6,376.55	5,891.25
Total SUPPLIES	665.94	1,425.00
INSURANCE	0.00	1,775.00
TELECOMMUNICATIONS	1,141.34	1,707.75
UTILITIES - Light, Heat & Water	3,637.41	2,250.00
Total MISCELLANEOUS	1,485.73	1,398.75
Total Expense	139,215.46	143,447.75
Net Ordinary Income	246,670.14	259,290.25
Unrealized gain (loss)	1,678.40	,
Net Income	248,348.54	259,290.25

PALISADES FREE LIBRARY FUND BALANCE

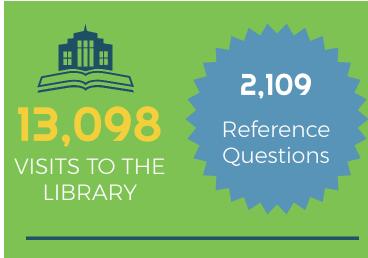
March 31, 2024

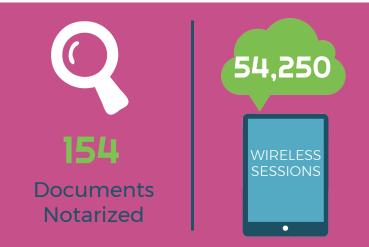
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Operating Cash Flow (to bridge until town issues funds in February) Unemployment Reserve (library is self-insured) Urgent Capital Funds (unanticipated repairs or improvements)	\$ \$ \$	70,000 20,000 50,000
Capital Fund	\$	136,482
RESTRICTED FUNDS		
Community Gift Fund Raised Through Donations	\$	51,582
Friends	\$	11,536
Historic Committee	\$	3,937
UNRESTRICTED FUNDS	Ś	2,369

YEAR IN REVIEW

2023











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NEW CARDHOLDERS



Palisades Free Library

19 Closter Rd Palisades, New York 10964 | (845) 359-0136 www.palisadeslibrary.org

5,175

E-BOOKS

CHECKED OUT

2023 Finances

Income		
	Town of Orangetown	\$ 389,403
	259 Referendum	\$ 81,904
	Interest	\$ 4,325
	Donations	\$ 17,701
	Grants/Misc	\$ 1,434
	Fines/Fees	\$ 1,671
Total Income		\$ 496,438
Expenses		
	Salaries/Benefits	\$ 360,670
	Library Materials	\$ 34,629
	Building Expenses	\$ 59,328
	Equipment	\$ 3,616
	Professional Fees	\$ 37,178
	Supplies, Shipping, Telecom, Misc	\$ 12,107
	Insurance	\$ 7,120
Total Expenses		\$ 514,648
Net Income		\$ (18,210)