



The Middleburgh Library

& Dr. Best House and Medical Museum

323 Main Street, PO Box 670

Middleburgh, NY 12122

(518) 827-5142

www.middleburghlibrary.info

Middleburgh Library Association Board of Trustees Meeting Agenda May 15, 2023

1. Call to Order
2. Pledge of Allegiance
3. Agenda: Questions, Additions and Approval
4. Approval of April 2023 minutes
5. Treasurer's Report
6. Director's Report
7. Committee Reports:
 - a. Best House
8. Old Business:
 - a. Approval of April 11, 2023 Executive Finance Committee minutes
9. New Business:
 - a. Committee Assignments
 - b. 4th Fridays
 - c. Summer Reading Prizes
 - d. Insurance
10. Public Comment
11. Executive Session (if needed)
12. Adjournment

Next monthly meeting Monday, June 19, 2023

Middleburgh Library Association
Board of Trustees Monthly Meeting
April 17, 2023

1. Call to Order and Welcome

A. Time – 6:04 pm

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

Absent: Scott Keidong and Mal Martin (Co-President).

C. Guest(s): None

2. Pledge of Allegiance

3. Agenda: Questions and Adoption

Motion to accept the agenda with the addition of approving of the minutes from the March 13th special meeting. Deborah Brigadier, 2nd – Sarah Beekman.

i. Aye – 7 No – 0 Abstain – 0

4. Approval of Minutes

Motion to approve the March 2023 minutes. Deborah Brigadier, 2nd – Sarah Beekman.

i. Aye – 6 No – 0 Abstain – 1

5. Treasurer's Report

Kelly Rossmann shared MLA financial reports. Kelly agrees with QuickReport numbers. FAM funds had a small decline. Best House income is up due to tours. Discussion of BH insurance premium in BH committee report.

Stopping oil delivery due to replacement of oil tank at the Best House.

Motion to accept April Treasurer's Report. Deborah Brigadier, 2nd - Carrie Foland.

i. Aye – 7 No – 0 Abstain – 0

6. Director's Report

A number of Trustees will be accompanying Terry to a MVLS Spring Symposium on May 3. Terry shared that the **Not So Quiet Concert Series** grant was awarded 75% of requested funds, which will reduce the number of concerts from 6 to 4. The **Embellished and Embroidered** projects also received 75% of requested funding.

Terry reported that the vacation spring break week saw lots of activities. There was a full house for the 3D pen workshop, 56 at the reptile program and 25 for the Homeschool Explorer program. Terry reminded the trustees of the Volunteer Appreciation event on May 6 at 11am at the Best House. A list of businesses to reach out to for support of our Summer Reading Program was shared for help in solicitation of funds. Terry also thanked all involved in the Crock Pot event. Great dishes were shared.

Motion to accept Director's Report. Kelly Rossmann, 2nd – Cora Forslund.

i. Aye – 7 No – 0 Abstain – 0

7. Special Meeting Minutes Approval

Motion to approve the special meeting minutes held to approve the 2023 proposed Middleburgh Library budget. Kelly Rossmann, 2nd – Deborah Brigadier.

i. Aye – 5 No – 0 Abstain – 2

8. Committee Reports

a. Best House (BH)

A review of the Best House April 5 meeting was shared. There was a discussion about the status of the roofing job done to date. It was determined that the job, which is not completed, had issues relating to material and timing of job.

Motion to terminate the Star Roofing contract pending a report by Tony Irvin/A&S Inspections outlining Star Roofing job deficiencies. Deborah Brigadier, 2nd – Sarah Beekman.

i. Aye – 7 No – 0 Abstain – 0

There was a discussion relating to the insurance premium for the Best House that was paid by the library. The resolution was splitting the amount between the BH and the library.

Motion to split the amount for the BH annual insurance premium, half from the Spencer Bequest \$2687 and half from the Best Bequest \$2687, for this year. Deborah Brigadier, 2nd – Carrie Foland.

i. Aye – 7 No – 0 Abstain – 0

Motion to approve the Best House 2023 budget. Marilyn Wyman, 2nd – Sarah Beekman

i. Aye – 7 No – 0 Abstain – 0

Deborah Brigadier outlined future costs for the Best House, such as ongoing building maintenance and landscaping for the trustees to be aware of.

Motion to accept Best House Committee report. Deborah Brigadier, 2nd – Kelly Rossmann.

i. Aye – 7 No – 0 Abstain – 0

b. Nominating Committee.

Motion to accept the current slate of officers to remain for 2023-24 cycle including Diane Stewart (Co-President), Mal Martin (Co-President), Marilyn Wyman (Secretary), and Kelly Rossmann (Treasurer). Diane Stewart, 2nd – Kelly Rossmann.

i. Aye – 7 No – 0 Abstain – 0

9. Old Business: None

10. New Business.

a. Crock Pot update. 17 entries. Although the weather was not cooperative, great food was shared and some money made. Thanks to Sarah Beekman who won the 50:50 raffle and donated it back to the library.

b. Fund Raising We will need to make up the short fall from the reduction in grants funds.

c. Buildings and Grounds. No report.

d. Budget and Election vote update. Wednesday April 19 Budget Hearing at the library from 7:30-8:00pm. Diane reported that absentee ballots have been secured and 2 poll watches lined up for the library budget vote. It will be held May 9 12-8pm at the library.

d. Cora Forslund, who has coordinated bus tours in the past for the library, informed the trustees that we had a \$250.00 deposit with a bus company for a tour to Massachusetts, that was canceled due to Covid. She will request a refund.

11. Public comment(s). None.

12. Adjourned 7:18 pm

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

i. Aye –7 No –0 Abstain –0

Next meeting will be May 15, 2023 @6pm.

Summary submitted by Marilyn Wyman

6:14 PM

05/05/23

Accrual Basis

Middleburgh Library Association Account QuickReport

As of April 30, 2023

Type	Date	Num	Adj	Name	Memo	Class	Clr	Split	Debit	Credit	Balance
NBT Bank - 523901											
Liability Check	04/03/2023	E-pay		United States Trea...	14-1397376 ...		X	-SPLIT-			208,329.01
Check	04/06/2023	20177		Kyle's Waste Mana...	Inv #15808		X	Bldg Operatio...	726.58		207,602.43
Check	04/06/2023	20178		Reptile Adventure	INVv0233		X	Programs	28.00		207,574.43
Check	04/06/2023	20179		Ingram Library Ser...	Acct #20V7093		X	Books, Period...	225.00		207,349.43
Check	04/06/2023	20180		Teresa Pavoldi	Reimburse...		X	-SPLIT-	629.73		206,719.70
Check	04/06/2023	20181		Middleburgh Librar...	Reimburse...		X	-SPLIT-	40.53		206,679.17
Check	04/11/2023			Midtel			X	Technology/T...	117.11		206,562.06
Check	04/11/2023			Midtel			X	Technology/T...	154.55		206,407.51
Liability Check	04/12/2023	E-pay		NYS Employment ...	141397376 1...		X	-SPLIT-	80.95		206,326.56
Liability Check	04/13/2023			QuickBooks Payroll...	Created by P...		X	-SPLIT-	118.29		206,208.27
Paycheck	04/14/2023	DD22...		Pavoldi, Teresa M	Direct Deposit		X	-SPLIT-	3,582.51		202,625.76
Paycheck	04/14/2023	DD22...		Haley, Marie	Direct Deposit		X	-SPLIT-	0.00		202,625.76
Paycheck	04/14/2023	DD22...		LaMont, Anne M	Direct Deposit		X	-SPLIT-	0.00		202,625.76
Paycheck	04/14/2023	DD22...		Pelton, Laura	Direct Deposit		X	-SPLIT-	0.00		202,625.76
Paycheck	04/14/2023	DD22...		Rolland Jr, Richard I	Direct Deposit		X	-SPLIT-	0.00		202,625.76
Paycheck	04/14/2023	DD22...		Young-Cherizard, ...	Direct Deposit		X	-SPLIT-	0.00		202,625.76
Paycheck	04/14/2023	DD22...		Zurek, Darlene T	Direct Deposit		X	-SPLIT-	0.00		202,625.76
Paycheck	04/14/2023	DD22...		Diamond, Michael J	Direct Deposit		X	-SPLIT-	0.00		202,625.76
Liability Check	04/18/2023	E-pay		United States Trea...	14-1397376 ...		X	-SPLIT-		810.00	201,815.76
Liability Check	04/19/2023	E-pay		NYS Employment ...	141397376 1...		X	-SPLIT-		112.41	201,703.35
Check	04/20/2023			National Grid			X	-SPLIT-		412.05	201,291.29
Check	04/25/2023	20182		Laraway's, Inc	Acct #1923 ...			Heating Fuel		1,418.82	199,872.47
Check	04/25/2023	20183		Middleburgh Hardw...	Acct #126 03...			Maintenance		14.99	199,857.48
Check	04/25/2023	20184		Cobleskill Agway	Acct # 531 0...			Maintenance		101.20	199,756.28
Check	04/25/2023	20185		Live Well Designs	Inv #000044			Programs		360.00	199,396.28
Check	04/25/2023	20186		Mohawk Valley Libr...	Inv #4365			Technology/T...		474.49	198,921.79
Check	04/25/2023	20187		Teresa Pavoldi	Reimbursement			-SPLIT-		57.49	198,864.30
Liability Check	04/27/2023			QuickBooks Payroll...	Created by P...		X	-SPLIT-		3,343.25	195,521.05
Deposit	04/27/2023			Charles Schwab	Deposit		X	Insurance	2,687.00		198,208.05
Paycheck	04/28/2023	DD22...		Pavoldi, Teresa M	Direct Deposit		X	-SPLIT-	0.00		198,208.05
Paycheck	04/28/2023	DD22...		Haley, Marie	Direct Deposit		X	-SPLIT-	0.00		198,208.05
Paycheck	04/28/2023	DD22...		LaMont, Anne M	Direct Deposit		X	-SPLIT-	0.00		198,208.05
Paycheck	04/28/2023	DD22...		Pelton, Laura	Direct Deposit		X	-SPLIT-	0.00		198,208.05
Paycheck	04/28/2023	DD22...		Young-Cherizard, ...	Direct Deposit		X	-SPLIT-	0.00		198,208.05
Paycheck	04/28/2023	DD22...		Zurek, Darlene T	Direct Deposit		X	-SPLIT-	0.00		198,208.05
Paycheck	04/28/2023	DD22...		Diamond, Michael J	Direct Deposit		X	-SPLIT-	0.00		198,208.05
Total NBT Bank - 523901									2,687.00	12,807.96	198,208.05
TOTAL									2,687.00	12,807.96	198,208.05

MIDDLEBURGH LIBRARY ASSOCIATION
BEST HOUSE 2023

[illegible]

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



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Middleburgh Library

Director's Report – May, 2023

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

- **Meetings and Workshops:**

Wednesday May 10th at 9:30 – I will be attending the Joint Automation Committee Meeting at MVLS.

- **Grants:**

We have received the \$650 CREATE Grant money for our embroidery program with Betty Pillsbury.

- **Programming:**

On May 6th our clerk Rebecca Young held a free comic book giveaway day. All together 45 people participated in scavenger hunts, a film, crafts and the comic book giveaway.

We are gearing up for summer reading! We are planning a SRP kick-off in June and our program begins on Wednesday July 5th.

- **Spotlight:**

Trustee Cora Forslund has secured a refund of \$200 from Wade Tours for our bus trip that was scheduled before the pandemic. Thank you Cora for your many years of service to our library and for your constant willingness to do whatever it was that needed being done!

Middleburgh Library

2023

Month	YTD
May	YTD

May	YTD
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System Grants

11.3 LLSA 2022		
11.3 LLSA 2021 (Final)		\$174.20
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

Create Grant 2022	\$650.00	\$650.00
Galasso Grant (General)		\$2,500.00
Caples Fund		\$4,000.00

Summer Reading Grants

MVLS Mini Grant		
WGY Christmas Wish		
Stewarts		
Price Chopper		
Donation from St. Marks Church		

Other

Fam Funds (Programming/Harry Potter)		
Fam Funds (for Programming)		
Dream & Do Grant (MVLS Foundation)		

Total	\$650.00	\$7,324.20
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YTD

Other Receipts

11.14 Gifts & Endowments

January		
February		\$900.00
March		\$250.00
April		\$25.00
May	\$25.00	\$25.00
June		
July		
August		

Middleburgh Library

2023

	Month	YTD
	May	YTD
September		
October		
November		
December		
Total Gifts & Endowments	\$25.00	\$1,200.00
11.15 Fundraising		
Concerts		
Book Sale	\$22.00	\$181.00
Book Nook		
Christmas Cards (Anne Lamont)		\$25.00
Crock Pot Cook off		\$371.00
SRP T-Shirts		
Basket Raffle		\$558.00
5x5 Art Sale		\$110.00
Total Fundraising	\$22.00	\$1,245.00
11.16 Donation Jar/Desk		
1-Jan		\$190.00
2-Feb		\$241.99
3-Mar		\$113.00
4-Apr		\$147.00
5-May	\$140.00	\$140.00
6-Jun		
7-Jul		
8-Aug		
9-Sep		
10-Oct.		
11-Nov.		
12-Dec.		
Total Donation Jar/Desk	\$140.00	\$831.99
11.17 Other		
Refund from Personnel Concepts	\$25.90	\$25.90
Reimbursement from Wade Tours	\$200.00	\$200.00
SRP T-Shirts		
Reimbursement from Hanover		
Book Replacement fines	\$58.94	\$58.94
Book Reimbursement from SCPL		

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Middleburgh Library

2023

	Month	YTD
	May	YTD
Reimbursement from the BH	\$357.22	\$357.22
School Tax Funds	\$3,317.92	\$3,317.92
Prize from Annual Dinner/MVLS		
Total Other	\$3,959.98	\$3,959.98
History & Genalogy Room	\$40.00	\$40.00
Total	\$4,836.98	\$14,601.17
Petty Cash Reimbursement		



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Board of Trustees Annual Meeting

May 15, 2023

1. Call to Order and Welcome
2. Pledge of Allegiance
3. Agenda: Questions and Adoption
4. Reading of the Spencer Bequest
5. Thank you to trustee, Cora Forslund, going off Board
6. Swearing in of new trustees Dan Dial and Carolyn Foland for 3 year elected seats. Officers: Malachi Martin co-president, Diane Stewart co-president, Marilyn Wyman, secretary, Kelly Rossman, treasurer.
7. Approval of:
 - a. Library Association Attorney – Daniel Ross
 - b. Library Association Bank – NBT
 - c. Library Association Newspapers – Times Journal and Mountain Eagle
 - d. Library Association Asset Management – Fenimore Asset Management
 - e. Library Association Best House director – Deb Brigadier
8. Calendar of Events
9. Adjourn



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Executive Finance Committee

Meeting date: 04/11/23

Attendees: Carrie F, Kelly R and Terry P.

Absent: Mal M.

1-Call meeting to order at 4:10pm

Discuss 2023 Proposed BHAC Budget (Note: BHAC approved on 4/5/23)

2-Motion to approve 2023 Proposed BHAC Budget

a. Motion by Kelly R, 2nd by Carrie F.

Approved - 2 Rejected – 0 Abstain – 0

3-Meeting adjourned

a. Motion by Carrie F, 2nd by Kelly R.

Approved – 2 Rejected – 0 Abstain - 0

Middleburgh Library Association Profit & Loss Budget vs. Actual - No Best House

January through April 2023

	Jan - Apr 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Aid / Grants				
Grants	6,500.00	4,000.00	2,500.00	162.5%
LLSA	174.20			
Aid / Grants - Other	0.00	900.00	-900.00	0.0%
Total Aid / Grants	6,674.20	4,900.00	1,774.20	136.2%
Donations, Gifts and Endowments	900.00	8,000.00	-7,100.00	11.3%
Fundraisers				
Arts and Craft Sale	135.00			
Basket Raffle	558.00			
Book Sale	88.00			
Jar	431.99			
Fundraisers - Other	0.00	2,500.00	-2,500.00	0.0%
Total Fundraisers	1,212.99	2,500.00	-1,287.01	48.5%
History & Genealogy Room Income	0.00	100.00	-100.00	0.0%
Library Tax Funds	0.00	0.00	0.00	0.0%
Other				
Misc - Insurance Rider Payments	0.00	200.00	-200.00	0.0%
Other - Other	0.00	33,497.25	-33,497.25	0.0%
Total Other	0.00	33,697.25	-33,697.25	0.0%
Total Income	8,787.19	49,197.25	-40,410.06	17.9%
Expense				
Bldg Operation / Maint				
Equipment Repairs	208.95			
Maintenance	279.30			
Bldg Operation / Maint - Other	1,053.43	6,000.00	-4,946.57	17.6%
Total Bldg Operation / Maint	1,541.68	6,000.00	-4,458.32	25.7%
Bookkeeping / Accounting	0.00	3,500.00	-3,500.00	0.0%
Books, Periodicals & Audio Visu	2,144.83	12,000.00	-9,855.17	17.9%
Employee Benefits				
Travel Miles	158.82			
Employee Benefits - Other	0.00	100.00	-100.00	0.0%
Total Employee Benefits	158.82	100.00	59.82	159.8%
Fundraiser Expenses	21.22	200.00	-178.78	10.6%
History & Genealogy Room Exp	0.00	200.00	-200.00	0.0%
Insurance				
Building/Liability	8,578.82	7,500.00	1,078.82	114.4%
Directors & Officers	878.00	1,900.00	-1,022.00	46.2%
Flood	0.00	3,400.00	-3,400.00	0.0%
Insurance - Other	-5,374.00	100.00	-5,474.00	-5,374.0%
Total Insurance	4,082.82	12,900.00	-8,817.18	31.6%
Miscellaneous				
Advertising	0.00	400.00	-400.00	0.0%
Alarm Monitoring	336.00			
Election Expenses	0.00	500.00	-500.00	0.0%
Equipment	55.00	4,000.00	-3,945.00	1.4%
Licenses	0.00	500.00	-500.00	0.0%
Memberships	75.00	800.00	-725.00	9.4%
Miscellaneous - Other	0.00	500.00	-500.00	0.0%
Total Miscellaneous	466.00	6,700.00	-6,234.00	7.0%
Office/Library Supplies	525.06	3,000.00	-2,474.94	17.5%
Postage and Freight	0.00	250.00	-250.00	0.0%
Professional Fees	106.75	300.00	-193.25	35.6%
Programs				
Summer Reading Programs	0.00	2,000.00	-2,000.00	0.0%
Programs - Other	1,862.66	4,800.00	-2,937.34	38.8%
Total Programs	1,862.66	6,800.00	-4,937.34	27.4%
Salaries and Wages				
Gross Payroll	31,600.60	97,780.00	-66,179.40	32.3%
Payroll Taxes	2,953.06	8,000.00	-5,046.94	36.9%
Workers Comp & Disability	1,388.85	4,500.00	-3,111.15	30.9%
Total Salaries and Wages	35,942.51	110,280.00	-74,337.49	32.6%
Technology/Telecommunications				
Utilities	5,192.22	9,000.00	-3,807.78	57.7%
Electricity	1,745.09	5,000.00	-3,254.91	34.9%
Heating Fuel	5,693.65	9,000.00	-3,306.35	63.3%
Water & Sewer	248.00	1,200.00	-952.00	20.7%
Total Utilities	7,686.74	15,200.00	-7,513.26	50.6%
Total Expense	59,732.31	186,430.00	-126,697.69	32.0%
Net Ordinary Income	-50,945.12	-137,232.75	86,287.63	37.1%
Net Income	-50,945.12	-137,232.75	86,287.63	37.1%