

LARC Executive Board Meeting Minutes
October 20, 2016, 10 am
The Nyack Library

Members in Attendance: Jim Farrell, Maria Gagliardi, Jessica Gordon, Anthony Hosmer, Brian Jennings, Ashley Marafino, Jane Marino, Sara Nugent, Nancy Wendt

Call to Order: The meeting was called to order at 9:59 am by M.Gagliardi.

Minutes of September 14, 2016: Motion to approve with noted changes made by J.Farrell, seconded by J.Marino. Approved.

Treasurer's Report: M.Gagliardi

LARC is still looking for a treasurer. Currently, there is over \$100,000 in our reserves. To date, LARC has received half of the money from Rockland County. M.Gagliardi is working on obtaining the voucher for the 2nd half of the money.

Division Reports

Adult Services: A.Marafino

A.Marafino was nominated and unanimously elected to be AS division Chairperson.

The AS division held a roundtable discussion about library museum passes at their September meeting. Libraries shared which passes they offer, the cost to purchase, loan periods, etc. CE hours were awarded to those in attendance.

The Book of the Year undertaking is on track. Readers have submitted the first round of reviews. J.Farrell asked for an explanation of the Book of the Year process. A.Marafino will bring details to the next meeting.

The next AS division meeting will be held on November 16th at Valley Cottage at 9:30am.

Advocates: J.Farrell

J.Farrell held a new trustee workshop on September 29th at the Pearl River Library. There were 6 trustees from several libraries in attendance. Topics covered included basic trustee responsibilities, the relationship between trustees and the library director, and Education Law (where do library trustee powers come from) to name a few. The workshop was well-received by all in attendance.

Customer Service: N.Wendt

The first meeting of the newly formed CS division was held on September 21st. There were five people in attendance. Topics discussed included the LARC brochure (available in English and Spanish), what LARC is doing/has done in the past year, and the substitute list.

N.Wendt is updating the current substitute list and hoping to expand it by reaching out to LARC and RCLS members. M.Gagliardi said she updated the LARC listservs after the June 2016 annual meeting. The question of how directors and managers will access the list was discussed. J.Farrell raised a question about whether Civil Service libraries will be able to make use of the LARC sub list as Civil Service has its own list that must be accessed first. He will contact Civil Service to obtain a copy of their sub list and get more information about their library substitute job title.

The next CS division meeting will be held November 3rd at the West Nyack Free Library at 9:30am.

Teen Services: J.Gordon

Though there was a small turn out at the September meeting, the second edition of SCRAWL was discussed at length. Additional funding required to have a larger first print run was approved at the September 2016 Executive Board meeting. The committee is hoping for a larger pool of entries for the second edition. For the first edition, over 150 entries were received and 34 were published. A flyer is in the works to distribute/post in early November. The deadline for submissions will be moved up to January 17, 2017 to allow for final revisions by the teen authors once they receive their submission back from the guest editors. This year's editorial panel will be Emmy Laybourne, Carolyn MacCullough, and J.G. Faherty.

Youth Services: M.Gagliardi for D.Connolly

There were 22 people in attendance at the last YS division meeting! Flyers for the Give A Kid A Book program have been distributed. The program continues through mid-November. The YS division will be dressing up and participating in the Nyack Halloween parade and they invite everyone to join them!

Digitization Project: B.Jennings

B.Jennings picked up the microfilm from the Journal News from Craig Long; it is of excellent quality. It will cost approximately \$15,000 to digitize the papers from 1928-1945; B.Jennings will forward the quote to M.Gagliardi. The Journal News from 1945 to 2016 has already been digitized by newspapers.com. Rockland County will likely continue to pay for this project. B.Jennings anticipates that it will be more costly down the line to film and digitize the Rockland County Times.

C.Blanchette from Valley Cottage found recordings [tapes] of local politicians, most of who are deceased like Hezekiah Easter, Jr. of Nyack. She is working on reviewing/cataloging these oral histories.

Old Business**2016 Budget: M.Gagliardi (attached)**

M.Gagliardi and the Palisades bookkeeper sorted through and reviewed all of the paperwork left behind by the previous treasurer. There was quite a mess; many deposits with no itemization. Note that the net income at the bottom of the sheet will be \$1,000 less as that money was moved to the Teen Services division. A motion to approve the 2016 budget was made by J.Farrell, seconded by N.Wendt. Approved.

2017 Budget: M.Gagliardi (attached)

We will wait until December 2016 meeting to review and vote on the 2017 budget as adjustments will need to be made for the 2017 conference and the outstanding Rockland County money. J.Farrell asked if we could get a longer, comprehensive spreadsheet combining all of the line items for all years lined up across the page for ease of comparison. M.Gagliardi requested that all division submit their monetary needs before December meeting.

2017 Conference: M.Gagliardi for J.Bowen

J.Bowen submitted a comparison of the two venues being considered for the 2017 LARC/WPA Conference and asked that the Board vote on which to select (see attachment #1). After a lengthy discussion, a motion to select the HNA Conference Center and put down the 30% deposit of \$3,750.00 made by J.Marino; seconded by S.Nugent. Approved. The date of the 2017 conference will be Friday, April 29th. *JS*

J.Bowen also asked the Board to review and approve the conference collaboration agreement between LARC and the Westchester Library Association (see attachment #2). Discussion centered on item #7, the amount contributed by the non-hosting association. It was agreed that the Board would prefer the contribution to be "half the cost up to \$2500" rather than the current "up to \$2,500." After discussion, J.Farrell made a motion to approve the agreement with noted changed to item #7; seconded by J.Marino. Approved.

A list of possible workshop topics for the conference was also submitted for discussion (see attachment #3).

Golf Fundraiser: J.Farrell

Ideas for the "target" of the fundraiser were discussed. The "One County, One Book" idea was popular, especially using a classic Children's book like Charlotte's Web. This would promote literacy and allow for more family-oriented events. J.Farrell and J.Marino will begin contacting country clubs after NYLA.

New Business

- S.Nugent broached the idea of creating a LARC friend's group. It would be a county-wide group created to support libraries in general, able to help out where/when needed. All funds raised through membership would be kept by LARC. This would benefit individual libraries as they would not need to apply for a 501c3 for their own friend's group. J.Marino inquired if anyone knew how many Rockland libraries have their own friend's groups and how many of those have 501c3 status. S.Nugent will inquire and report back at next meeting.
- M.Gagliardi made a motion to appoint S.Nugent as LARC Executive Board Secretary, seconded by N.Wendt. Approved.
- J.Farrell reported that LARC members are invited to attend continuing education workshops hosted throughout the year by WLS. He will provide a list to M.Gagliardi who will then distribute to membership.
- J.Marino asked which libraries have disaster recovery plans in place. A brief discussion followed.

Motion to adjourn made by A.Hosmer, seconded by S.Nugent. Approved.

Next Meeting: Thursday, November 10th at 9:30am at Pearl River Library

LARC
Profit & Loss Budget vs. Actual
 January through December 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
Division Income	360.00	500.00
Grants		
County of Rockland Legislature	19,942.50	39,885.00
Other Grants	1,000.00	1,000.00
Total Grants	<u>20,942.50</u>	<u>40,885.00</u>
LARC Member Dues	4,335.00	4,000.00
Program Fees	35.00	35.00
Total Income	<u>25,672.50</u>	<u>45,420.00</u>
Expense		
Annual Filing Fee	0.00	75.00
Annual Meeting	1,301.66	1,300.00
Books-By-Mail	704.72	500.00
Conference Expense		
Convention Center Rental	2,943.00	3,750.00
Total Conference Expense	<u>2,943.00</u>	<u>3,750.00</u>
Continuing Education/Program Gr		
Adult Services	615.00	750.00
Advocates	78.00	500.00
Customer Services	0.00	500.00
Teen Services	1,434.70	1,500.00
Youth Service	134.00	500.00
Total Continuing Education/Program Gr	<u>2,261.70</u>	<u>3,750.00</u>
Division Expenses		
Adult Services	0.00	200.00
Advocates	0.00	200.00
Customer Services	0.00	200.00
Executive Board	122.32	400.00
Teen Services	100.98	200.00
Youth Services	227.02	200.00
Total Division Expenses	<u>450.32</u>	<u>1,400.00</u>

LARC
Profit & Loss Budget vs. Actual
January through December 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>
Dues and Subscriptions	1,057.00	1,057.00
Fall Into Books	0.00	1,500.00
Insurance	0.00	1,100.00
Miscellaneous	0.00	100.00
Office Supplies	35.98	100.00
Post Office Box Rental	480.00	500.00
Postage and Delivery	51.51	100.00
Preservation		
Local History Preservation	16,639.85	17,000.00
Rockland Images Project	205.10	850.00
Total Preservation	<u>16,844.95</u>	<u>17,850.00</u>
Professional Fees		
Accounting	0.00	750.00
Total Professional Fees	<u>0.00</u>	<u>750.00</u>
Schedule of Hours	1,050.00	1,000.00
Scholarship Grants	3,000.00	3,000.00
Stationery & Printing	364.00	400.00
Webmaster	250.00	250.00
Total Expense	<u>30,794.84</u>	<u>38,482.00</u>
Net Ordinary Income	<u>-5,122.34</u>	<u>6,938.00</u>
Net Income	<u><u>-5,122.34</u></u>	<u><u>6,938.00</u></u>

LARC
Balance Sheet
As of November 7, 2016

	<u>Nov 7, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Key Bank C/D a/c 5242	18,054.08
Key Bank Checking A/C 1191	119,420.13
Total Checking/Savings	<u>137,474.21</u>
Total Current Assets	<u>137,474.21</u>
TOTAL ASSETS	<u><u>137,474.21</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Rockand 21st Cent. Collab. Chil	16,890.37
Total Other Current Liabilities	<u>16,890.37</u>
Total Current Liabilities	<u>16,890.37</u>
Total Liabilities	16,890.37
Equity	
Fund Balance	125,274.18
Opening Bal Equity	612.00
Net Income	-5,302.34
Total Equity	<u>120,583.84</u>
TOTAL LIABILITIES & EQUITY	<u><u>137,474.21</u></u>