

**Jordanville Public Library**  
**Board of Trustees Meeting**  
**Minutes – May 4,2021**

The meeting was *called to order* at 6:32 PM by Lisa Wilber.

In *attendance* were: Lisa Wilber, Garry Aney, George Mower, Debra Bronner, Katie Boddecker and Melinda Supp.

The *director's report* was presented by Melinda Supp. Noted was that Katie Boddecker has been hired as a substitute library aid. In response to information in the report the motion was made by Debra Bronner, seconded by George Mower and passed unanimously to obtain a subscription for "Zoom" for the purpose of conducting virtual meetings and programs.

Motion to *approve the minutes* of the April 6, 2021 meeting with the amendment of correcting the "M" in ZooMobile was made by Garrey Aney, seconded by Lisa Wilber and passed unanimously.

*Correspondence* presented by Lisa Wilber included the award grant from the Anna L. Mabey foundation for \$3,500 and the Thank You letter to them.

- Melinda Supp presented documents from the Friends of JPL pertaining to their disbandment, a letter from NYS DPW regarding Gas Line proposals for public information posting, a letter from Herkimer County Working Solutions regarding participation in the program for the summer of 2021 and a reminder of the MYLS Annual Meeting and Dinner date of Oct. 7, 2021.
- Garry Aney presented a letter from Bank of America seeking permission for "Proxy" representation in their annual vote.

Under old business;

- Melinda Supp presented details of “Direct Mail” costs for the purpose of a Newsletter. The Board stated that they prefer other less expensive sources of marketing such as a newspaper article or special interest piece from local media such as WKTV and Spectrum TV.
- Melinda Supp gave an update on SRP planning which included scheduling programs by the NYS Trooper’s K9 Unit, Utica ZooMobile, local 4-H groups and a class on Gourd Art to be conducted by Lisa Wilber in collaboration with ODY’s summer program.
- Motion was made by George Mower, seconded by Debra Bronner and passed unanimously to purchase a Drop Box from U-Line.
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*New business* included:

- The discussion of having the piano which was formerly housed in the library returned. The Motion was made by George Mower, seconded by Lisa Wilber and passed unanimously not to accept the return of the piano due to space restrictions and maintenance costs. Discussion and suggestions for new Trustee nominations were conducted.
- Resolving the current issue with inaccuracies involving the accountant’s subcontracting with ADP. The motion was made by George Mower, seconded by Debra Bronner and passed unanimously to purchase a subscription to “Quick Books” with the addition of the “Payroll” element so as to bring our payroll processing “In House”.

*The Treasurer’s Report* was presented by Garry Aney as shown below.

Jordanville Public Library

5/4/2021 8:10 AM

Register: Adirondack Bank Business Account

From 04/07/2021 through 05/04/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/03/2021	e-Debit	Automatic Data Proc...	Accounts Payable	Taxes Paid & ...	407.08			4,471.50
05/03/2021	2954	Christopher Sturcke	Accounts Payable	Apr. Hours, 40	459.25			4,012.25
05/03/2021	2955	Melinda Supp	Accounts Payable	April hours, 59.5	730.95			3,281.30
05/03/2021	2956	Russell Hunt	Accounts Payable	16.5 hrs. & 1 s...	212.40			3,068.90
05/03/2021	2957	NYSEG	Accounts Payable	1001-8954-767	348.12			2,720.78
05/03/2021	2958	Time Warner Cable	Accounts Payable	202-90834570...	49.37			2,671.41
05/03/2021	2959	T - Mobile	Accounts Payable	968639996	200.90			2,470.51
05/03/2021	2960	Mid-York Library Sy...	Accounts Payable	Inv. 0038511-IN	30.18			2,440.33

Register: Bank of Utica, Money Market Acc

From 04/07/2021 through 05/04/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/19/2021			Robinson -Roosevelt P...	Funds Transfer	2,500.00			23,883.12

Register: Robinson -Roosevelt Project

From 04/07/2021 through 05/04/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/19/2021			Bank of Utica, Money ...	Funds Transfer			2,500.00	3,731.31
04/20/2021	1012	Little Falls Lumber C...	14's Cap Fund Disburs...	Handrailings fo...	2,212.94			1,518.37
05/03/2021	1013	Glenn Armstrong	Accounts Payable	Building suppli...	203.78			1,314.59

Register: Petty Cash

From 04/07/2021 through 05/04/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/03/2021			-split-	Deposit		X	29.35	116.11
05/03/2021			11's Operating Funds R...	Deposit		X	2.35	118.46

Jordanville Public Library

5/4/2021 8:00 AM

Register: Adirondack Bank Business Account

From 03/03/2021 through 04/06/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/03/2021			11's Operating Funds R...	Deposit		X	0.58	3,645.77
03/05/2021	e-Debit	Automatic Data Proc...	Accounts Payable	Taxes Paid	243.19	X		3,402.58
03/08/2021	2939	Owen D. Young Yea...	Accounts Payable	Yearbook Adv...	50.00			3,352.58
04/05/2021	2940	Mid-York Library Sy...	Accounts Payable	Inv. 0038452-IN	142.47			3,210.11
04/06/2021			-split-	Deposit			4,728.86	7,938.97
04/06/2021	E-Debit	Automatic Data Proc...	Accounts Payable	Taxes Paid & ...	433.74			7,505.23
04/06/2021	2941	Christopher Sturcke	Accounts Payable	Mar. Hours, 32	367.40			7,137.83
04/06/2021	2942	Melinda Supp	Accounts Payable	March hours, 75	907.04			6,230.79
04/06/2021	2943	Russell Hunt	Accounts Payable	4 hrs. & 1 sno...	68.88			6,161.91
04/06/2021	2947	NYSEG	Accounts Payable	1001-8954-767	46.90			6,115.01
04/06/2021	2948	T - Mobile	Accounts Payable	968639996	401.80			5,713.21
04/06/2021	2949	Time Warner Cable	Accounts Payable	202-90834570...	98.22			5,614.99
04/06/2021	2950	Ferguson Fuels	Accounts Payable	Acct.# 22902-1...	696.83			4,918.16
04/06/2021	2952	Hummel's Office Plus	Accounts Payable	INV. 1743147-0	39.58			4,878.58

Register: Adirondack Bank, Savings Account

From 03/03/2021 through 04/06/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/26/2021			11's Operating Funds R...	Interest		X	0.20	21,895.63

Register: Bank of Utica, Money Market Account

From 03/03/2021 through 04/06/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/26/2021			11's Operating Funds R...	Interest		X	12.36	27,184.12
03/30/2021		13.8	Robinson -Roosevelt P...	Funds Transfer	800.00	X		26,384.12
03/31/2021			12's-Operating Fund Di...	Service Charge	1.00	X		26,383.12

Register: Robinson -Roosevelt Project

From 03/03/2021 through 04/06/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/30/2021		13.8	Bank of Utica, Money ...	Funds Transfer		X	800.00	1,884.38
03/31/2021			13's Capital Fund Reve...	Interest		X	0.50	1,884.88
03/31/2021	1011	Little Falls Lumber C...	14's Cap Fund Disburs...	Decking to fini...	653.57	X		1,231.31

Register: Petty Cash

From 03/03/2021 through 04/06/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
03/31/2021	Cash	Aubuchon Hardware	Accounts Payable	Solar Salt	67.92	X		68.86
04/06/2021			-split-	Deposit		X	17.90	86.76

The next meeting will be held June 1, 2021 at 6:30 PM.

Motion to adjourn was made by George Mower, seconded by Debra Bronner and passed unanimously.

Adjournment was at 8:46 PM

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