

Livingston Manor Free Library  
Board of Trustees Meeting  
November 28, 2016

MINUTES

PRESENT: All Board Members were present

ALSO PRESENT: Kristin Fowler, Library Director

President Farrell called the meeting to order at 6:02 p.m.

Minutes: Mr. Brown made a motion to accept the minutes of the previous Board meeting as corrected. Mr. Shultz seconded the motion. All in favor, the motion was accepted.

Treasurer's Report: Ms. Sanborn reviewed the financial statements. The reconciled cash balance, as of as October 21, was \$33, 695. The checkbook balance, as of November 25, was \$26,122. Ms. Sanborn answered questions about the financial reports which had been distributed to Board members prior to the meeting. Ms. Sanborn noted that the Library had received a \$5,000 unrestricted grant from Senator Bonacic. On motion of Ms. Estabrook, seconded by Mr. Shultz the Treasurer's report was accepted.

**OLD BUSINESS:**

Fund Raising: Ms. Fowler reported on recent fund raising activities of the Library. The Halloween Party netted at least (there is some additional money expected) \$233.88 in excess of expenses. The Turkey Trot netted approximately \$1,551 in excess of expenses. The annual appeal has raised \$4,457 to date. Proceeds from the quilt raffle have not yet been calculated but at least 135 tickets have been sold.

There was also a discussion of the logistics of the 5k race and how it might be improved for next year.

Bookkeeping. Ms. Sanborn reported on the work that has been done so far by Bonnie Boyd, the bookkeeper and the processes that will be used going forward. Maria Bivins will continue to maintain the financial records for Manor Ink and provide that information to be included in the overall financials. We will switch to an on-line version of QuickBooks so that bookkeeping services can be provided remotely.

Manor Inc. Ms. Feuerstein reported that attendance at Manor Ink meetings recently has been very small. The future for Manor Ink is unknown.

Budget. President Farrell announced that at the December 19 Board meeting the Board will primarily work on revisions to the 2017 budget and nominations for the Board and officers. The nominations and revised budget will be presented for a formal vote at the January Board

meeting, including a vote, if necessary to authorize exceeding the tax cap for the 2018 budget year.

**DIRECTOR'S REPORT**

Ms. Fowler made a report on Library activities over the last month.

**ADJOURNMENT**

Mr. Shultz made a motion, seconded by Ms. Brown, to adjourn the Board meeting. The motion was unanimously adopted and the meeting adjourned at 7:00 PM.

Respectfully submitted,

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Jerrold Ehrlich, Secretary

**MEETING NOTICE DECEMBER 2016 BOARD MEETING**

The next scheduled Board of Trustees Meeting is Monday, December 16, 2016 at 6 PM at the Library.