

Rescheduled Agenda for the Meeting of the Board of Trustees of the Newstead Public Library

Friday, April 12 @ 3:30 pmpm

Newstead Public Library

33 Main Street, Akron, NY 14001

- 1) Meeting Called to order and attendance
- 2) Approval of minutes of meeting held on Wednesday, March 13 2024

Action Required

- 3) Approval of the agenda for April 10, 2024
- 4) Public Comment
- 5) Director's report
 - a. Review of monthly report
 - b. Review of monthly library statistics
 - c. Friends of the Newstead Public Library Report
- 6) Finances
 - a. County paid
 - b. Privately paid
 - c. Other bills
 - d. Approval of Voucher Abstract
- 7) New Business
 - a. Review of State Report
 - b. FeedMore MOU
- 8) Building
 - a. Roof repair is complete
 - b. Basement Bathrooms – work complete
 - c. Brick work
- 9) Old Business
 - a. Light Fixtures
- 10) Other
- 11) Next Meeting May 8, 2024 @ 7 pm
- 12) Adjournment of Meeting Action Required

Newstead Public Library
Board of Trustees
Wednesday, March 13 @ 7 pm

Board Members Present: Sue Brown, Mary Mangan, Sue Sweitzer, Michelle Cositore, Tara Middaugh

At Large: Library Director Kristine Sutton, John Jendrowski

Call to Order: 7:02, Motion to approve- Sue S, Michelle

Approval of Minutes from February 14, 2024, Motion to approve- Sue B, Mary

Approval of the Agenda for March 13, 2024, Motion to approve – Sue S, Mary

Library Business

Public Comment: None

Directors Report: Reviewed monthly Program Report and Library Statistics. The Friends of the Newstead Library are planning a jewelry sale in May, donations are appreciated

Finances: Bills were all reviewed and approved & reviewed Monthly Financial Report, Abstract approved – Sue S, Michele

New Business: there are still a lot of glasses available to our community for the Solar Eclipse! We reviewed the Newstead Public Library Constitution & the biggest change is to render free service to all persons in the Town of Newstead with reciprocal service extended to all duly registered residents of Erie County & those residents served by the Akron School District and Erie County Schools, those owning property an or working in Erie County.

Building: The roof repair is complete & about 30 holes were filled. The basement bathroom is scheduled for Thursday 3/28 & they may need Friday 3/29 as well, Cellino Plumbing is doing the work. There is only one quote so far on the brick work, we need three; re-pointing, façade, flashing & the entire building needs to be re-sealed.

Old Business: Light fixtures were not bright enough, still waiting to see what the best option will be.

Next meeting: April 10, 2024 @ 7 pm

Meeting Adjourned: 7:52 pm, Motion to adjourn – Sue B, Sue S

| Branch | Program Date Title | Number | Total | At Type(r/v/r | Type (G/Oc | Target | Aud | Outre | Tec | Tut | ESOL | Early | Sumn | Adult | Liter | Early | Litera | |
|----------|-----------------------|--------|-------|---------------|-------------|-------------|-----|-------|-----|-----|------|-------|------|-------|-------|---------|-----------|---------|
| NEWSTEAC | 3/2/2024 Citizen Prej | 1 | 39 | Regular | Group | Adults | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/2/2024 Peace Love | 1 | 4 | Regular | Group | Intergener | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/4/2024 Mahjong | 4 | 23 | Regular | Group | Adults | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/4/2024 Science & S | 1 | 14 | Regular | Group | Intergener | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/5/2024 Book Club | 1 | 4 | Regular | Group | Adults | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/5/2024 Tai Chi | 4 | 30 | Regular | Group | Adults | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/5/2024 Toddler Tin | 2 | 67 | Regular | Group | Intergener | n | n | n | n | y | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/5/2024 Rainbow Yc | 3 | 12 | Regular | Group | Teens | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/6/2024 Book a Tec | 5 | 6 | Regular | One-on-On | Adults | n | y | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/6/2024 Therapy Dc | 15 | 15 | Regular | One-on-On | Intergener | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/6/2024 Bookmark | 4 | 95 | Regular | Group | Intergener | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/6/2024 Sinead Tyrc | 1 | 5 | Regular | Group | Adults | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/8/2024 APA Visit | 1 | 4 | Regular | Group | Children 5 | n | n | n | n | n | y | n | n | No | Collabo | Childcare | C |
| NEWSTEAC | 3/9/2024 Puzzle Proj | 1 | 11 | Regular | Group | Adults | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/13/2024 Yoga | 1 | 6 | Regular | Group | Children 6- | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/14/2024 Good For N | 1 | 130 | Regular | Group | Adults | y | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/15/2024 Shamrock | 18 | 18 | Regular | Self-Direct | Intergener | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/16/2024 Lego | 1 | 12 | Regular | Group | Children 6- | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/16/2024 Dare to ref | 35 | 35 | Regular | One-on-On | Adults | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/18/2024 Agriculture | 1 | 17 | Regular | Group | Intergener | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/19/2024 Kidding Arc | 1 | 9 | Regular | Group | Children 5 | n | n | n | n | n | y | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/20/2024 Spring Papr | 1 | 20 | Regular | Group | Adults | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |
| NEWSTEAC | 3/27/2024 Eclipse pro | 1 | 40 | Regular | Group | Intergener | n | n | n | n | n | n | n | n | No | Collabo | No | Collabo |

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: NEWSTEAD PUBLIC LIBRARY

MONTH: Mar-24

| SAP Acct. | Description | Adopted Budget | Budget Transfers | Year-to-Date Expenditures | Available Budget | Projected Utilization at 12/31 | Projected Variance at 12/31 | Comments |
|-----------|-----------------------------|----------------|------------------|---------------------------|------------------|--------------------------------|-----------------------------|----------|
| 500000 | Salaries - Full-time | 0 | 0 | 0 | 0 | | 0 | |
| 502000 | Fringe Benefits | 0 | 0 | 0 | 0 | | 0 | |
| | Utility Charges: | | | | | | | |
| 515000 | Water | 500 | 0 | 57 | 443 | | 500 | |
| 515000 | Sewer | 500 | 0 | 53 | 447 | | 500 | |
| 515000 | Electric | 7,000 | 0 | 1,525 | 5,475 | | 7,000 | |
| 515000 | Telephone - Maintenance | 0 | 0 | 0 | 0 | | 0 | |
| 510200 | Dues and Fees | 20 | 0 | 20 | 0 | | 20 | |
| 545000 | Rental Charges | 0 | 0 | 0 | 0 | | 0 | |
| 506200 | Repairs & Maintenance Chgs. | 1,750 | 0 | 331 | 1,419 | | 1,750 | |
| 555050 | Insurance Charges | 0 | 0 | 0 | 0 | | 0 | |
| 510000 | Travel & Mileage Expenses | 100 | 0 | 0 | 100 | | 100 | |
| 516030 | Refuse Pickup | 200 | 0 | 44 | 156 | | 200 | |
| 530000 | Other Expenses & Charges | 600 | 0 | 158 | 442 | | 600 | |
| 530000 | Contingency (Bullet Aid) | 0 | 0 | 0 | 0 | | 0 | |
| | TOTAL EXPENSES | 10,670 | 0 | 2,188 | 8,482 | 0 | 10,670 | |

| DIRECT LOCAL INCOME | Adopted Budget | Budget Revisions | Y-T-D Revenues | To Be Realized | Projected Revenues | Projected Variance | Comments |
|---------------------------------------|----------------|------------------|----------------|----------------|--------------------|--------------------|----------|
| Fines, Lost Books, etc. | 50 | 0 | 50 | 0 | | (50) | |
| Copy Machines | 600 | 0 | 67 | 533 | | (600) | |
| Print Cost Recovery | 1,200 | 0 | 349 | 851 | | (1,200) | |
| Other Income | 0 | 0 | 45 | (45) | | 0 | |
| State Funding | 0 | 0 | 0 | 0 | | 0 | |
| Municipal Support | 0 | 0 | 0 | 0 | | 0 | |
| Donations (priv. persons/foundations) | 0 | 0 | 0 | 0 | | 0 | |
| Fundraising (events/booksales) | 0 | 0 | 0 | 0 | | 0 | |
| Interest Income | 0 | 0 | 0 | 0 | | 0 | |
| Misc Income | 0 | 0 | 0 | 0 | | 0 | |
| Use of Fund Balance | 0 | 0 | 0 | 0 | | 0 | |
| TOTAL DIRECT INCOME | 1,850 | 0 | 511 | 1,339 | 0 | (1,850) | |



Memorandum of Understanding Farm Market Program

This document constitutes an agreement between FeedMore WNY and _____, a.k.a. the Farm Market Host Organization (hereinafter referred to as the *Host Organization*). The Host Organization is responsible to provide an appropriate location for FeedMore WNY to park a Farm Market truck and sell food to the general public. FeedMore WNY reserves the right to terminate this agreement at any time and for any reason.

Rules of Hosting:

1. The Farm Market is a program of FeedMore WNY and operates independently of the host organization to provide public access to nutritious foods for purchase.
2. Products made available on the Farm Market truck are for sale to the general public and not distributed for free.
3. Host organization may not restrict access to the Farm Market nor require participation in any host organization events, services, or programs to have access to the Farm Market.
4. Farm Market truck will have a 15 minute window before and after the entire mutually agreed upon schedule in order for the truck to arrive, setup, and then also clean up and leave the site.
5. Access to rest rooms and handwashing areas for shoppers of the Farm Market are encouraged.
6. FeedMore WNY or host site can choose to end partnership at any time if it is determined there is not enough of a clientele to maintain a steady stream of sales or for any other reason.

Host Organization Requirements:

1. Responsible for acquiring all applicable permits, insurance and permissions for FeedMore WNY's Farm Market to sell food on location to the general public.
2. Must provide an appropriate location for truck to park and setup, along with adequate space for individuals to access the location of the truck and to congregate while shopping or waiting to shop at the truck.
3. Must not require shoppers to participate in or sit through religious music, talks, or services to receive food.
4. Allow FeedMore WNY employees access to rest rooms and handwashing facilities at host location.
5. Shoppers may not be discriminated on the basis of race, ethnicity, creed, religious beliefs, age, disabilities, personal values or preferences, gender, veteran status, marital status, sexual preference or any other categorization.
6. Notify FeedMore WNY at least two weeks in advance of any facility closure or inability for Farm Market to utilize space at the host organization.
7. Provide notification of any changes to Farm Market schedule through all available means of communication, including flyers and social media.
8. Agree to allow other FeedMore WNY programming to accompany the Farm Market that would benefit the shoppers, such as SNAP Outreach, food tasting demonstrations, nutrition education, etc.
9. Must practice active means of encouraging utilization of Farm Market to all segments of the community, including posting informational flyers, distributing brochures, or posting events on social media.
10. The Host Organization must notify FeedMore WNY whenever it receives notice of any allegation or problem associated with the distribution or quality of the food distributed at the Farm Market.

FeedMore WNY Requirements:

1. Provide a regular, mutually agreed upon schedule for the Farm Market to be available on location at the host site.
2. Ensure that all materials, foods, and equipment are brought on site and removed at end of each distribution.
3. Practice active means of encouraging utilization of Farm Market at the host location to all segments of the community, including posting informational flyers, distributing brochures, or posting events on social media.
4. Notify the host site as soon as possible of any changes in the Farm Market schedule.

5. Agrees to assume any and all responsibility for food product liability relating to any act or failure to act by the Farm Market with the improper distribution, storage, transportation, preparation or service of the food up to the point the shopper takes possession of their purchase.
6. Agrees to ensure that operators of the Farm Market are trained and licensed to operate all necessary equipment provided by FeedMore WNY for the operation of the Farm Market, and all equipment, including trucks, are fully insured and up-to-date on applicable inspections and permits.

FeedMore WNY Partners: Working with the Farm Market is meant to provide community members with alternative access to purchase nutritious food items, and it is not replace your current client services. If the Programs and Services Department feels your participation in this program is negatively impacting your current food related services, FeedMore WNY will reevaluate this MOU and has the right to terminate or modify this agreement as appropriate.

AUTHORIZED SIGNATURES

Host Organization Name

Host Organization Phone

Print _____

Program Administrator (The person authorized to execute an agreement)

Contact #

Sign _____

Program Administrator

Date

Email Address

Mailing Address (For regular mailings and communications)

Print _____

Site Administrator (The person who gives permission to use the space)

Contact #

Sign _____

Site Administrator (Signature)

Date

Email Address

Delivery Address (For the event)

Return a signed copy of this MOU by mail, fax, or email.

Brittany Turner
 Farm Market Lead
 FeedMore WNY
 91 Holt Street
 Buffalo, NY 14206

Abstract of Audited Vouchers For Private Checking Account

Newstead Public Library

Date of Audit: _____

APRIL 2024

Total Claims(\$) _____

I certify that the vouchers listed on this abstract were audited by the Newstead Public Library Board on this above date and allowed to be paid to the claimants in the amounts shown.

Date

Authorizing Official

| Voucher # | Claimant | Vouchers | | |
|-----------|-------------------------|----------|---------|--------|
| | | Amount | Check # | Date |
| 1440 | Know Buddy Resources | \$138.74 | 1440 | 4/5/24 |

| | |
|---------------|-----------------|
| Total: | \$138.74 |
|---------------|-----------------|

Abstract of Audited Vouchers For County Checking Account

Newstead Public Library

Date of Audit: _____

APRIL 2024

Total Claims(\$) _____

I certify that the vouchers listed on this abstract were audited by the Newstead Public Library Board on this above date and allowed to be paid to the claimants in the amounts shown.

Date

Authorizing Official

| Vouchers | | | | |
|-----------|------------------|----------|---------|----------|
| Voucher # | Claimant | Amount | Check # | Date |
| 4564 | Village of Akron | \$473.03 | 4564 | 4/8/2024 |

Total: \$473.03

Abstract of Audited Vouchers For Member Aid Checking Account

Newstead Public Library

Date of Audit: _____

APRIL 2024

Total Claims(\$) _____

I certify that the vouchers listed on this abstract were audited by the Newstead Public Library Board on this above date and allowed to be paid to the claimants in the amounts shown.

Date

Authorizing Official

| Voucher # | Claimant | Vouchers | | |
|-----------|-----------------|----------|---------|-----------|
| | | Amount | Check # | Date |
| 123 | Denise Miller | \$200.00 | 123 | 4/1/2024 |
| 124 | Vickie DeLozier | \$100.00 | 124 | 4/1/2024 |
| 125 | Emmalee Cinotti | \$90.00 | 125 | 4/1/2024 |
| 126 | B&ECPL | \$78.43 | 126 | 4/5/2024 |
| 127 | Donna Baia | \$50.00 | 127 | 4/10/2024 |
| 128 | B&ECPL | \$78.43 | 128 | 4/10/2024 |

Total: \$596.86