

Minutes for Southworth Library Board Meeting April 17, 2017

The Minutes for the Quarterly Board meeting for the Southworth Library April 17, 2017 at the Southworth Library

Present:

- Mary Ellen Rumsey, President
- Ron Denniston, Vice President
- Mark Goldfarb
- Les Cleland
- Sharon Keech- Treasurer
- Diane Pamel – Director
- Michael Lane-Secretary

Absent

- John Bailey
- Randy Stewart

Guest

- David Bowles of Dermody, Burke & Brown

Meeting called to order at 7:10 p.m.

Report from David Bowles on the Audit reports received

Several points were discussed based on the audits received from DB&B.

1. The Association Investment policy indicates the market value of investments be reported quarterly but only the carrying value appears to be reported. The Investment Policy also does not specifically state corporate stock, mortgages and rental property as desired investment other than in the exception clause. They also indicated it would be prudent to include in the minutes both the disclosure of heavy investments in FNB and that Ron Denniston holds the president's office in that firm to clarify conflict of interest and ability to continue the investment in FNB.
2. They recommended accounting software, such as Quickbooks, that would include budgeting information for analytical purposes and segregate income and expenses as well as generate necessary checks and payroll. Mr. Bowles also indicated that depreciation of capital could be included. The Treasurer and Library Director do not have the necessary training in this level of accounting and he mentioned that another staff person could be hired to do the accounting for the library for 15- 20 hours a week.
3. Mr. Bowles indicated that the grants funds should be streamlined and reviewed by a Board Member. We notified him that we had been doing internal audits for monthly bills and charges with a Board member and grants reviews occur at that time. Our grant reporting form should include the dates of the grants, source, restrictive purposes and reporting requirements as well.
4. He explained that the contract work for employees on the payroll is questionable and we were able to respond that it no longer occurs as contract work but is paid at the hourly rate for non-exempt staff.
5. He suggested that Board Members sign and submit a written statement identifying any conflict of interest financially on an annual basis
6. He also suggested that a Board Member periodically review the bank statements and checks issued as the Treasurer has sole responsibility for checks written. Ron Denniston agrees to periodically reviewing the bank statements for the Southworth Library Association.

Dave Bowles is excused.

Minutes

The minutes for the January 23, 2017 board meeting are submitted for approval. MaryEllen Rumsey requests that the statement noting that 'after this term she will be stepping down' be changed to read 'after this term as President she will be stepping down from that role but will remain on the board as a trustee'. Mark Goldfarb moves to accept the minutes as corrected, Ron Denniston seconds and all approve.

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Financial Reports

The 2017 Budget indicates \$6200 from the Village of Dryden. MaryEllen has requested \$6800 and asks for an adjustment to be shown in the July 2017 financial report. Mark Goldfarb moves to accept the financial report, Les Cleland seconds and all approve.

The proposed contract for auditing services with DB&B is \$5700 which includes the 990 form. Les Cleland moves to engage DB&B for the 2016 audit, Michael Lane seconds and all approve.

Sharon Keech is excused at 8:45 pm

8 Library Street

The financial report from 8 Library Street is reviewed, Les Cleland moves to accept it, Ron Denniston seconds and all approve.

Building Committee

MaryEllen Rumsey addresses the water stains/leaks in the new part of the building on the flat roof and proposes that we hire someone local to tend to the problems rather than relying on Charles Cook for that area. It is noted that the issue probably resulted from a pile up of leaves in the gutters and Mark Goldfarb proposes an annual check and cleanup of the gutters to prevent further damage.

Other areas of note or concern include:

1. Albert (Skeeter) Heidt will no longer be able to serve as the handyman/maintenance person for the library for small jobs. He is able to work on the clock in the bell tower with Bob Watros, however.
2. The window grates in the original building need to be painted
3. The exterior windows in the addition need to be cleaned
4. The yard waste on the side of the library near the Dryden Inn site has gotten worse. Michael Lane suggest we investigate putting up a fence to prohibit through traffic in the lawn.
5. The Library Director suggest the purchase of a TrafSys People counter at the front door to more accurately determine library visitors as required by the annual report to the state. The cost would be ~\$400.
6. Discussion of whether or not to maintain a small garden at the library ensues and it is decided that the Director can determine whether or not it is feasible.

Fundraising Report

The Giving is Gorges campaign is mentioned and a request is made for a bank account to receive donations. Mark Goldfarb moves to approve setting up such an account, Les Cleland seconds and all approve.

Director's Report is given.

Miscellaneous

The board reviews the offer by Bill Frank to sell several Lincoln items to the library and the Board determines that they do not have space for the items and will not be able to pursue the purchase.

Les Cleland moves to adjourn the meeting, Mark Goldfarb seconds and the meeting is adjourned at 9:55 pm.

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