

## The Minutes for the Board meeting for the Southworth Library January 23, 2017

Quarterly Meeting for the Southworth Library held at the Southworth Library

Present:

- Mary Ellen Rumsey, President
- Ron Denniston, Vice President
- Mark Goldfarb
- Les Cleland
- Randy Stewart
- Sharon Keech- Treasurer
- Diane Pamel – Director
- Michael Lane-secretary
- John Bailey
- Sharon Keech- Treasurer

Meeting called to order at 7:07 p.m.

### **Election of Trustees**

Michael Lane moves to nominate the existing Trustees for an additional year. John Bailey seconds and all vote in favor

### **Election of Officers**

John Bailey moves to nominate the Officers as currently served (Mary Ellen Rumsey: President; Ronald Denniston: Vice President; Michael Lane: Secretary). Les Cleland seconds the motion and all approve. Mary Ellen Rumsey gives notice that after this term she will be stepping down. Michael Lane notes that there are not life time appointments to the library Board. Randy Stewart feels it is best practice to be able to have the current President work with an incoming candidate.

### **Appointment of the Treasurer**

Les Cleland moves to appoint Sharon Keech as the Treasurer again. Randy Stewart seconds the motion and all approve. The Board expresses gratitude for her service and diligence in her duties as Treasurer.

### **Appointment of the Library Director**

Mark Goldfarb moves to appoint Diane Pamel as the Library Director. Ron Denniston seconds and all approve.

### **Appointment of Committees**

The Board decides to maintain the committees as currently established:

- Operations Committee: Les Cleland, MaryEllen Rumsey, John Bailey, Randy Stewart, Diane Pamel
- Building Committee: Mark Goldfarb, Michael lane, John Bailey
- Financial Committee: Ron Denniston, Michael lane
- Fundraising Committee: Randall Stewart, MaryEllen Rumsey, Diane Pamel

### **Minutes**

The minutes for the October 17, 2016 board meeting are submitted for approval. It is noted that the Village of Dryden Funding for 2016 was \$6500 and the 2017 request is for \$6800 and the minutes are clarified. Discussion ensues on how to best record adjournment for executive session in the minutes and corrections are recommended for the minutes as submitted. Randall Stewart moves to approve the minutes with the revisions, Mark Goldfarb seconds and all approve.

It is noted that the Town of Dryden allocated only \$10,000 to the library for 2017, down from last year's \$14,000 support.

### **Financial Reports**

John Bailey moves to accept the 2016 financial reports, Michael Lane seconds and all approve.

It is noted that the audit expenses are significantly higher and questions remain about the projected and actual costs. Dermody, Burke and Brown submitted bills for the 2014 audit as well as the 2015 audit and costs were over \$10,000 an increase of the usual \$3000/yr previously charged. Ron Denniston agrees to request the firm come to the April 17 Board Meeting.

The proposed 2017 budget contains a deficit of \$55,813.00 MaryEllen notes that very few patrons (of the 3000 active people using the library) are contributing to the fund drive. Randy Stewart mentions adding the line item for the fundraiser in the budget - \$400 included. Diane Pamel mentions that there may be a few areas to reduce the costs in some areas of the budget including reducing or eliminating periodicals (\$1200). THE staff positions are revised for clarity and the Library Page budgeted salary corrected to \$3783 from \$10,088. The Operations Committee agrees to look at the budget in more detail at the next meeting, including an inspection of portfolio items and bequests. John Bailey moves to accept the budget with the noted changes including reducing periodicals costs, modifying the audit amount and staff line items. Michael Lane seconds, 6 votes in favor and Ron Denniston is opposed stating we need to pare down the budget more. Les Cleland asks for a list of the assets that can be used for discretionary purposes and for the documentation for reserve funds. The Operations Committee will review for possible use to accommodate the budget shortfall.

John Bailey suggests that slightly higher risk investments may prove to gain a higher yield.

### **8 Library Street**

Mark Goldfarb gives an overview of the property to date and notes a 5.5% return on the investment in the property. MaryEllen Rumsey thanks Mark Goldfarb for his advice and input on the purchase of the property. Sharon Keech Is excused at 8:45 p.m.

Parking issues at 8 Library Street have been addressed and Dryden Realty is aware of the issues. The fence was examined. There are a few leaning areas that are otherwise secure and a loose post board that Mark Goldfarb repaired. He feels that the fence is stable. Randall Stewart asks if it needs to be stained. Mark Goldfarb will ask Whitmore Fence for recommendations.

It is noted that there are water stains on the ceiling near the side exit in the children's area. Mark Goldfarb had contacted Charles Cook concerning routine roof inspection and maintenance but not received a reply. He will reach out again to connect with Cook concerning the roof.

Kirkwyland Gardening submitted a contract for gardening this upcoming summer. Randall Stewart moves to approve the agreement with Kirkwyland, Ron Denniston seconds and all approve. Michael Lane suggests that the hedge needs to be considered for trimming or pruning whether through Kirkwyland or regular lawn services.

Building use by for profit agencies is discussed. McDonald's used the library for interviews this fall. The Board recommends that it is in conflict with the mission of the library to allow for profit use of library space. A policy still needs to be written to clarify.

### **Fundraising Report**

Randall Stewart reports that the following costs were incurred for the fund drive: \$170- remittance envelopes; \$230 for the newsletter costs (noting that total cost was \$350 but \$120 was covered by operational expenses); \$30 – envelopes; \$400 one-time costs for the computer; \$430 for stamps: \$1260 total costs  
The fund drive has yielded \$10,840 for the personal donations and another ~\$4000 from businesses (with a possible double count for the Schickel donation)

### **Director's Report is given.**

An increase of 23% in circulation and significantly more library use than surrounding Rural libraries. The patron cross borrowing report indicates that 27% of our library users are registered at other libraries, a point to note for the fund drive efforts. The Dryden Central School is commended for their cooperation in helping to transport children to the library for programs.

### **Miscellaneous**

Michael Lane reports on a recent meeting at the Town Board where he advocated for the library with them in light of the significant reduction in funding for this year.

John Bailey moves to adjourn the meeting, Mark Goldfarb seconds and the meeting is adjourned at 10:07 pm.