

# Minutes for Southworth Library Board Meeting July 17, 2017

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

Present:

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

Meeting called to order at 7:00 p.m.

## **Minutes**

Report from David Bowles:

Comments on the audit report:

In response to the comment from the auditors about hiring an accountant for 20 hours a week to handle all the financial aspects of the library, Les Cleland suggests that we should think about pursuing the possibility.

Randy recommends that everyone sign the conflict of interest policy on an annual basis and that it be examined and reviewed and kept on file. Mike Lane suggests everyone get a copy of the conflict of interest statement for review prior to the next board meeting and review it at that time.

Mark Goldfarb moves to accept the minutes; Les Cleland seconds. All in favor and minutes are approved (and signed by M. Lane)

IT is noted that Sen. Seward granted us \$7500 for general budget support. Mike Lane recommends pinpointing a specific need to focus future requests on.

## **Financial Reports**

Les Cleland notes that Donations are significantly less than last year: (\$2886 vs \$8315) but it could be a reflection of the timing for the fund drive donations.

Michael Lane moves to accept financial reports, Randy Stewart seconds and all approve.

Investment policy needs updating to add the real estate. Michael Lane requests that copies be distributed for review. The policy doesn't cover mortgages or real estate as an investment and the auditors wanted to see them added noting that loans can be termed an asset.

While we have always had investments in real estate, the board felt that the amounts triggered another look.

Michael Lane suggest a majority vote of the board to qualify mortgages as investments.

The question of how restricted funds that are not accessible or usable are utilized is raised. Some of the restricted donations are not clear in terms of how they should be used. For example, the Opal Bond estates have no restrictions and could possibly be combined to be used or to be invested in a higher yield way. The Board agrees to look at the following:

1. Restricted fund use
2. Investment policy

Michael Lane advises to start a list of restricted funds and if documentation cannot be found use it as needed. Going forward he recommends that we set a policy on how to document donations.

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The half budget figures are submitted. A recommendation is made to combine collection development funds (and not use so many separate categories) and include a separate line for digital content.

## **8 Library Street**

The financial report for the property is submitted. MaryEllen Rumsey and Randy Stewart comment that the 8 Library St property needs some landscape and property management for the grounds and that open wires need to be examined. . Mark Goldfarb will let the management co. know.

Les requests more detail on the repairs being done to the apartments. Mark Goldfarb notes that storage cages have been added to the garage for the tenants.

## **Building Committee**

Mark Goldfarb suggest that Chuck from CMark cleaners be hired as the handyman for projects at the library. He suggested that we could hang a clipboard in the janitorial room with list of requests to be done and how he would handle it. For items Chuck cannot or is not willing to do, the Library Director will pursue the building committee.

The board notes that there are issues with the fence-the attachment to Dryden Inn needs to be addressed and the collapsed old fence at the 8 Library street border. Chris Callabro gave permission to fix the fence . It is agreed to ask Whitmore Fence to provide an estimate for the fence by 8 Library Street as well as by the Inn.

The front railing still needs to be reinstalled. Michael Lane will contact Whitmore Fence and Brad Perkins.

The hedge on the side of the library near Pizza and Bones needs trimming. It is suggested to contact Perfect Lawns and define the size and shape interested. The Building Committee will determine the process.

Bob Watros suggested that the clock tower require annual maintenance. (Last looked at 6/13/2016) Mark Goldfarb will contact Bob Watros about Clock maintenance and train Albert Heidt as well.

The board recommends finalizing the annual suggested maintenance list and establishing the parameters. Michael Lane mentions that the wrought iron windows need some cleaning as well and that we need to look at window washing, clock face cleaning and the clock needs to be fixed and time adjusted. Another suggested recommendation is for the painting outside of windows and that gutters and downspouts be inspected. It is suggested that Bruno Schickel be contacted for an estimate. Operations committee will look at what could be included in a request to Bruno

Another recommendation is to add signage of the artifacts and historic notes in the building-

## **Fundraising Report**

Total donations for fund drive to date are \$15,848 (includes individuals and businesses (\$2550 for technology) Costs for the 2016 cycle was \$1260.

Randy Stewart recommends using PayPal for an online donation system on the website.

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

Library Director Pamel suggests going to the Town of Dryden Board meeting with an updated presentation reflecting the usage of the library by Town residents.

## **Executive session----**

As of January 1, 2018. MER will stay on as a trustee but would like someone else to consider taking on presidency. Board members are questioned about their ability and interest in the position and it is resolved that it be determined at the next Board Meeting-

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The Board accepts a resignation letter from Mark Goldfarb from his position as the Board. Mark Goldfarb expresses regret in his decision and said it has been very fulfilling. His resignation will be effective by the end of the year and is willing to help out as needed. The Board issues thanks to Mark Goldfarb for his years of service. John Bailey also submits an unofficial resignation by the end of the year.

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