

Minutes for Southworth Library Board Meeting January 20, 2020

The Minutes for the Quarterly Board meeting for the Southworth Library January 20, 2020 at the Southworth Library

Present:

- Mary Ellen Rumsey, President
- Ron Denniston, Vice President
- Michael Lane
- Bambi Avery
- Les Cleland
- Randall Stewart
- Mary Jane Neff, bookkeeper
- Diane Pamel – Library Director
- Kathy Perkins is absent

Meeting called to order at 5:35 p.m.

Officers, Committees and Trustee appointments

Michael Lane moves to re-elect all sitting trustees to the Board of the Southworth Library. Randall Stewart seconds. All approve

Michael Lane moves to reappoint MaryEllen Rumsey as the President of the Board of Trustees. Bambi Avery seconds and all approve.

MaryEllen Rumsey moves to reappoint Michael Lane as Secretary, Les Cleland seconds and all approve.

Michael Lane moves to reappoint Les Cleland as Treasurer, Bambi Avery seconds and all approve.

Les Cleland moves to reappoint Diane Pamel as Library Director, Bambi Avery seconds and all approve.

Michael Lanes moves to officially make a statement that First National Bank of Dryden will operate as our official financial depository, Bambi Avery seconds and all approve. Michael Lane moves to also denote Bailey Place insurance as our insurance agency for the coming year, with reservations. Bambi Avery seconds. Randy Stewart commits to meeting with their president Steven Franco for clarification of services. All vote in favor.

The Board recommends a financial audit for the year 2020and would like to establish an RFP for auditors by June of 2020.

Ronald Denniston advises the Board that the Southworth Library is overinvested in First National Bank Stock, noting we are not insured for it. He also states his own involvement with the Bank and notes it could be a construed as a conflict of interest.

Library committees established as follows:

Financial Committee: Michael Lane, Ron Denniston and Les Cleland

Operations Committee: MaryEllen Rumsey, Les Cleland, Randall Stewart and Kathleen Perkins

Building Committee: Bambi Avery, Michael Lane, MaryEllen Rumsey and Randall Stewart

Fundraising Committee: Randall Stewart, MaryEllen Rumsey, Kathleen Perkins

Minutes

The Minutes for the October 21, 2019 Quarterly meeting: Ron Denniston moves to approve, Randall Stewart seconds and all approve.

The Minutes for the November 18, 2019 Board Meeting are reviewed.

Les Cleland moves to approve the minutes, Bambi Avery seconds and all approve.

Financial Discussion & Reports

- Brad Morgan Funds: MaryEllen Rumsey reports that she is in contact with the Brad Morgan estate and is working on permission to use the funds for building needs for the year 2020.

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- Bailey funds: It is noted that once the funds are transferred for building use for 2019 expenditures, as agreed by the board and the Bailey fund designation, the end result will be an income rather than a loss for the 2019 year.
- Esther Pulling Memorial Fund: MaryEllen Rumsey recommends finding out what it would cost to repair the front entrance of the building and using the funds for that repair. She recommends determining the cost prior to contact Bob Watros (as Esther Pulling's relative)
- It is noted that the 990 is due May 15. Les Cleland suggest using Engels Accounting for the 990 for this year, provided we can do it by the deadline. Diane Pamel will pursue that option. Les Cleland proposes that the Board of Trustees do formal votes for financial issues and moves to employ Engels Accounting. Michael Lane recuses himself from the vote noting that he does legal work for Engels Accounting. Randall Stewart seconds and all approve with one abstention.
- The Profit and Loss financial report as of 12/31/2019 is submitted
- The grants balance sheet is submitted. Mary Jane Neff notes that the funds allocated for grant use have been transferred to a separate account and taken out of the operating funds as of January 2020
- The bookkeeper, MaryJane Neff submits the Operating income report, the report on investments and assets and notes the following
 - 8 Library Street is not recorded as an asset for the library in the balance sheet and wants to verify that it is included in the 990.
 - In the 2019 profit and loss statement the income and expenses for grants are included. The difference between the net income and expenses is the carry over from prior years. Because it was obtained in prior years it should not be included in the P& L for 2019. Starting 2020 as per board agreement, the grants will be recorded and reported as a separate entity. Any carry over will be recorded as a restricted fund balance in the grants balance sheet though it needs to be incorporated at year end for the 990.
- Budget Discussion
 - MaryEllen Rumsey recommends increasing the request for funding from the Village to \$8000
 - Les Cleland asks Michael Lane to request \$10,000 for funding from the Jim Seward Special Appropriations funds
 - Les Cleland moves to approve the revised 2020 budget. Randall Stewart seconds and all approve.
 - Ron submits his actual to budget report for 2019
- The 8 Library Street financial report is submitted.
- Financial statement for Volunteers is submitted with final disbursement check of \$20.03 to Southworth Library Association

Mary Jane Neff is excused at 7 pm

Building Committee Reports

- 8 Library Street: Les Cleland submits an Operational analysis of the investment property from 2015 – 2019. He explains that rents are competitive for the area. He notes an increase in the assessment and is curious how much it will increase taxes. Water and sewer rates were also increased, Improvements to the property including tree removal and driveway work are discussed. He recommends making it an agenda item for the April Board Meeting.
- Schickel progress report: Invoices have been received and paid for work done. Scheduling for other work is underway
- The NYSERDA report is available from GreenJobs. Randall Stewart will pursue available contractors for their recommendations.
- Les Cleland moves to use the \$3600 donated to the library from Community Solar to be used to change the lighting as recommended. Michael Lane seconds and all vote in favor.

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- Air flow issues and window seal issues are discussed. Mary Ellen Rumsey notes that in 1990 the windows were caulked and refitted in the original large meeting areas.
- Randall Stewart mentions that the report recommends a permanent plug in the fireplaces to further seal the room.
- Les Cleland recommends getting RFPs for improvements to the HVAC system/ geothermal investigations. Michael Lane would like to see examples of facilities that are using geothermal systems effectively.
- The Operations committee recommends investigating a storage shed for use on the property for library materials and equipment. Kathleen Perkins is investigating.

Les Cleland mentions that our strategic plan will expire in 2020 and needs to be updated and approved for the next five years.

There is discussion on changing the board meetings to every other month, but no decisions were made.

Les Cleland moves to adjourn, Bambi Avery seconds all approve. Meeting ends at 8:15 pm