

Minutes for Southworth Library Board Meeting May 18, 2020: Virtual ZOOM Platform meeting

The Minutes for the Quarterly Board meeting for the Southworth Library May 18, 2020 using the ZOOM Meeting virtual platform

Present:

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

Meeting called to order at 4:03 p.m.

Financial Report & Discussion

- Les Cleland submits the financial Position Update which includes impacts on Operating income, information about Lincoln and Bailey Endowment funds and a Total Equity statement.(attached)
- 8 Library Street reports that all rents were paid for April and May.
- The 990 Draft has been submitted by Engels Accounting to the treasurer and bookkeeper with a few requests for information
- Les Cleland recommends using the interest earnings from the Bailey Fund of up to \$5700 to pay for extra cleaning services required due to the coronavirus pandemic
- Discussion about the PPP loan occurred during March. The loan was approved for 8 weeks pay

Building Committee Reports

- Schickel Construction has been to the library to look at areas that needed filling around vents, the roofing and the cement for steps. They are in progress. MaryEllen will request a report from Schickel Construction.
- Kathy Perkins submitted a proposal for the storage shed. The conversation is tabled until the July meeting.
- Lyrical Landscape proposed putting in a red chokeberry bush where the arborvitae was removed and replacing junipers with a blight free variety, which the board agreed to.

Actions:

- Randy Stewart moves that the following email votes be added to show in the minutes
 - March 14, 2020: board voted to close SL.
 - March 14, 2020: The board voted to pay SL staff full wages through April 13, 2020 during the library closure
 - March 26, 2020: board voted to have Jim Lane (Dryden Apartments) withhold the \$5,000.00 first quarter owner draw for 8 Library street. To be used for tenants who might not be able to make rent payments in April. The \$5,000.00 would be paid at a later date as a separate payment form other owner draw payments.
 - April 3, 2020: board voted to extend paying SL staff full wages through the rest of April and the first week of May during library closure
 - April 13, 2020: The Board voted to give Michael Lane authorization to submit a PPP loan application to First National Bank of Dryden
- Les Cleland moves to give Ronald Denniston permission to invest funds in the Bailey and Lincoln endowments that exceed the insured value of \$250,000 into investments that would be the most beneficial to the Library: Lincoln Fund: \$257,000 & Bailey Fund \$400,000. Randy Stewart seconds and all approve
- Kathy Perkins moves to accept the bids for Perfect Lawns and Lyrical Landscaping for summer work. Les Cleland seconds and all vote in favor.

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- Les Cleland moves to engage BC Solutions for a thorough cleaning of the facility prior to allowing staff in in compliance with CDC/Tompkins County Health Department Guidelines. Kathy Perkins seconds and all approve
- Les Cleland moves the following: **"Until further notice appropriate face masks covering mouth and nose MUST be worn by all when inside the Library and in curbside delivery."** Randy Stewart seconds the motion and all approve.
- Randy Stewart moves to adjourn the meeting. Kathy Perkins seconds and all approve
- The meeting ends at 5:53 pm