

# Minutes for Southworth Library Board Meeting July 16, 2018

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The Minutes for the Quarterly Board meeting for the Southworth Library July 16, 2018 at the Southworth Library

Present:

- Mary Ellen Rumsey, President
- Ron Denniston, Vice President
- Randy Stewart
- Michael Lane
- Kathleen Perkins
- Sharon Keech - Treasurer
- Diane Pamel – Director

Not present:

- Les Cleland
- Jim Turner (absent for vacation)

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

**Discussion with Auditor- Meeting with Dave Bowles from Dermody, Burke & Brown**

Several items of concern were addressed:

1. The necessity of annual audits was discussed given information by the library system that audits are not required every year. Every three years is considered adequate. MR. Bowles suggested some difficulties given that three years of books would need review at that audit, but that it is our decision.
2. Michael Lane expressed concerns with the increase in the bill for the annual audit which includes \$5000 for the audit and \$5000 for accounting. The accounting includes the various investments, grants, and rental income.
3. Ronald Denniston asked if we can change the books to a cash basis vs. accrual. It would save us some of the cost of the audit vs. accounting. If we hire someone it would need to be a person that understands accrual – gap basis accounting. Randall Stewart asked if we could just wait until the next audit cycle and have DBB doing the accounting.
4. Mr Bowles suggested we bring our entire set of books onto the Quickbooks system and hire a part time book keeper that could track and input all of the information. This would eliminate the need for the accounting costs, or reduce them significantly. Ronald Denniston inquired about the costs involved. Mr Bowles thought that the accounting could be done in 10-15 hours a month. He mentioned that their firm charges \$150/hour and a local bookkeeper could be hired for significantly less.
5. Randall Stewart recommends continuing the internal audit of expenses and income that board member Les Cleland does. It is noted that grant funding is not available to support the costs associated with the administration of book keeping and accounting and it would need to come from the operating budget. Software is available at a greatly reduced fee through TechSoup.
6. Suggestions for potential bookkeepers included Karen Morgan who currently works at the First National Bank in Dryden and does Quickbooks for the Virgil Fire Department and Engels Accounting, the firm that handles the accounting and auditing for the Lansing Community Library and the Cortland Free Library.
7. Randall Stewart makes a motion to proceed with the process of looking for a bookkeeper with QuickBooks expertise, with the goal of part-time staff. Michael Lane seconds, and all vote in favor. Motion has passed.
8. We will proceed with defining job requirements and getting written proposals from candidates for services.
9. MaryEllen Rumsey asks how much longer we have before we need to inform DBB whether or not we are having an audit this year. Randall Stewart reiterates that the FLLS director, Sarah Glogowski recommended that we can skip a year for the audit. DBB said they will then have to cover a two year period for the audit. It is decided to continue as we have for the 2017 audit and look at changes for the future.

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## **Minutes**

Ron Denniston moves to approve the minutes from 4/19/2018. Randall Stewart adds some corrections to language and statements. Randall Stewart seconds the motion with the requested changes and all approve.

## **Financial Reports**

Michael Lane moves to accept financials, Kathleen Perkins seconds and all vote in favor.

Sharon Keech is excused at 8:05 pm

Sales Tax charges:

Randall Stewart & James Turner investigated whether or not we are paying sales tax on security, phone and utilities. And found that we are paying sales tax for our NYSEG account. Director Pamel is requested to submit the tax exempt form to NYSEG once James Turner provides the info.

½ year budget report is presented.

Ron Denniston notes that we have used \$970 out of the endowment to date.

Senator James Seward gave an appropriation for \$10,000 this year. Discussion on how to publicly and privately acknowledge it is discussed but no action is taken.

## **8 Library Street**

Financial Statement is submitted. Michael Lane asks how we apply income and Ronald Denniston explains that it goes towards operations.

Randall Stewart inquires about the reassessment of the 8 Library St. property and would like information from the property management company on the status.

Landscape Cleanup at 8 Library St. has been accomplished. The overgrowth around the base of building, old shrubs, weeds and scrub trees have been cleaned up, as well as the lawn, including placement of mulch or stone about two feet from the building. Jim Lane took them into a small apartment for a tour and the response was very positive. It is noted that while there is a piece of fence that was replaced, the section next to it has collapsed. Randall Stewart and Kathleen Perkins advise replacing the fence with vinyl fence. The entire length will eventually need to be replaced. Mary Ellen Rumsey recommends that the building committee review it and make a decision on whether or not to replace it. Kathleen Perkins motions to have our manager Jim Lane replace/repair the fence at 8 Library St as needed. Randall Stewart seconds. All vote in favor. Randall Stewart requests that an annual property tour/inspection of the premises should occur. MaryEllen Rumsey will contact Jim Lane about the assessment and the fence.

## **BUILDING COMMITTEE**

- Bell Tower Clock maintenance is scheduled for the next few weeks by Skeeter and Bob Watros
- Landscape project: Country Lawns and Landscaping (Glen Fritz) was hired for the outside work- the removal of trees and hedges. Michael Lane will let the current owner of the Inn know that the hedge will be removed.
- Juniper bushes in the front were removed and winterberry bushes put in. Lyrical Landscape also removed other shrubbery.
- Other repairs were discussed
  - Cement replacement.
  - Window caulking and painting;
  - Refinishing and varnishing of the exterior doors need
  - Concrete work at the railing sites need to be repaired;
  - Bruno Schickel was contacted for the window painting and recaulking and doors and painting the lattice on the round windows
- Outside windows will be washed through Austin's Helping Hands (AHH-our handyman services)

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- Carbon monoxide alarms have been purchased. Austin's Helping Hands will install them
- Indoor lighting project to upgrade to LED – James Turner has the information and will decide what we need to do going forward. He will also plan to look at the roof.
- Blinds have been installed
- AHH installed the air conditioner and sealed it.
- AHH (Pete) fixed the door to the downstairs volunteer's door.
- The Air Conditioning unit was repaired, filters changed and cleaned- K&B Plumbing.

James Turner will be consulted for the continued mechanical room cleanout to make sure that it is all up to code. We would still like to evaluate whether we can move the large stone blocks in the outdoor reading area. Kathleen Perkins will ask Brad Perkins to look at it to see if he can recommend where/how to move them

## **Operations committee:**

Staff: Mary Wilson has retired as of this August due to personal reasons.

Cathy Wakeman will work additional hours on Wednesday taking some of the hours Mary worked. Other staff will also work longer shifts and we will hire an additional staff member for the weekend hours

## **Archival project.**

The door to the work area downstairs has been repaired, things have been organized and papers and records discovered. MaryEllen requests a discussion on what should be done with the records especially those of organizations other than the library (e.g. Methodist church records) and asks opinions on whether they should go to those organizations to handle as they see fit?

Historic cabinet and old books- Evan Earle, the chief curator at Cornell University is scheduled to come evaluate our historic collection

## **Old Business-**

Bailey bequest:

The house has been sold and the money is in the account- \$600,000 plus bank stock. Citations for the probate were received to make the Library executor and they were signed. The 'lost half-sisters' will be searched for through public announcement in Cortland paper. Guardian ad litem for two sisters has been appointed – Michael Lane will extend temporary administration for 2 months. Michael Lane asks Ron Denniston if there is anything we can do with the estate and notes that there is a \$40,000 income tax payment due on IRA or annuity. Dick Heidt is commended for his work as an administrator and his related fees are discussed. (- 5% of first 100,000, 4% of next \$250,000 etc)

Ron Denniston states that the library endowment is heavily invested in Dryden First National Bank Stock.

MaryEllen Rumsey, Kathleen Perkins, and Michael Lane all advise that they cannot attend the next quarterly meeting scheduled for October 15 and request to move the meeting to October 29

Kathleen Perkins moves to adjourn meeting, Randall Stewart seconds and all approve. Meeting is adjourned at 9:45 pm