

Minutes for Southworth Library Board Meeting October 29, 2018

The Minutes for the Quarterly Board meeting for the Southworth Library October 29, 2018 at the Southworth Library

Present:

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

Guest

Jay Engels – Engels Accounting

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

Discussion with Jay Engels concerning using Quickbooks for accounting

Michael Lane discloses he has done work for Mr. Engels.

Mr. Engels reviews various aspects of Quickbooks and how they would relate to our organization.

1. Many businesses do not include investments and fixed assets on their Quickbooks accounts but would limit it to the Operational Budget and the grants, discretionary income and expenses.
2. It can initially be limited to a part of the entire financial organization and other things can then be added.
3. Monthly accounts and reports for dividends and interest can be a simple thing to track as reports can be run for the separate classes to find out how each category is doing
4. Annual reports can also be generated
5. He recommends using the year end balances to create the Quickbooks accounts going forward.
6. He recommends doing bookkeeping on a contract basis rather than by the hour.
7. He stated that the work can be done in house or offsite as we wished. The bookkeeper could use a dedicated own computer with the software and have back ups for all the books- either thumbdrives or a hard drive.
8. He did not recommend using Quickbooks for payroll as making sure payroll taxes are done correctly can be complicated. He suggested several payroll companies, including ADP and Complete Payroll, and stated that the outside firm would provide the payroll report to the bookkeeper. Costs could be \$50 per pay period plus more for w-2 and other forms.
9. Mr. Engels did not generally see bonding generally as a requirement.
10. He stated that most bookkeepers might not want to do payroll but checks could be cut from Quickbooks.
11. A Job description for a bookkeeper could be created, depending on the hours it takes and what functions they do. He recommended looking for a bookkeeper that has non-profit experience as grant funds have restrictions.
12. He recommended establishing the program a month ahead of time so that assessments can be made on the setup for categories, and re-stated that the operations can be separate from the investment income and assets.
13. He stated that he would seek out bookkeepers to see who is interested and would be available to set up our accounts if desired. He would help to establish the job description for an RFP.

The Board recommends to hire Jay Engels to set up the Quickbooks accounts and to set up a meeting with D. Pamel, Sharon Keech and other interested Board Members for the process.

Mary Ellen Rumsey requests that the budgets, grants, memorials be sent to Mr. Engels for his review.

A Board meeting has been set for November 27 at 7 pm for the 2019 budget review.

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Minutes.

Michael Lane moves to approve minutes. Randy Stewart seconds with a minor change for language and all approve. Senator Seward's bullet aid of \$10,000 is still forthcoming. Discussion on recognition for that ensues but no action is taken.

Insurance

Jeremy Boylan of Bailey-Place Insurance will meet with Mary Ellen Rumsey to discuss the insurance premium- \$170 increase (inflation) with \$90,000 more coverage on Friday, Nov 9. The expected premium will be \$7895.

Financial Reports

Les Cleland moves to accept the ¾ budget report, Michael Lane seconds and all approve.

The overage in the building and grounds lines is attributed to the purchase of blinds, carbon monoxide monitors and other small improvements from Lowe's

Sharon Keech is excused at 8:34 pm

Michael Lane reports that the Bailey Estate funds (\$500,000) have been transferred. Ron Denniston recommends investing in treasury bills (3%). The board decides to keep \$100,000 solvent and put \$400,000 in treasuries. It is recommended to use some of the money to pay for repairs needed for the building. It is noted that there were expenses from the estate for legal fees, thus the remaining amount of \$500,000 was moved to the library account. There were also 512 shares at 48 1/4 in stocks (valued at \$24704). There is a Nov 7, 1:15 court date concerning the Bailey estate.

It is noted that minimum wage increases to \$11.10 as of December 31, 2018 and we will need to increase the staff pay rates accordingly. An operating-program committee meeting is set for Wednesday Nov 14 at 3:00 pm. Diane Pamel will be out of town and unable to attend.

The initial proposed budget for 2019 is submitted for review.

8 Library Street Report is submitted. Mary Ellen Rumsey notes that the fence is scheduled for repair and Randy Stewart notes that work around the foundation was done and gravel laid

BUILDING COMMITTEE

The hedge was removed between the library and the Dryden Inn as well as several other trees and shrubs. Trash was removed. The contractor will return to fill and seed. It is noted that the property owner, Chris Calabro, was notified about it prior to the job.

Bruno Schickel will do the painting and cement work but has not yet scheduled the work. He is having trouble finding a painter and is trying to get someone to do the doors. It may have to wait until spring.

Randy Stewart contacted Hale roofing concerning fixing the patch on the roof. They hope to get it done this fall.

Hale Roofing recommended that if the drains are kept clear we won't have future problems. Randy Stewart recommends hiring hire someone to clean the roof drains when the leaves are all fallen this year.

Carbon monoxide monitors are in and operational

Operations committee:

Ron Denniston moves to adopt the sexual harassment form and the complaint form as submitted. Randy Stewart seconds and all approve.

Fundraising

Fund raising will be done using last year's list, the new brochure, letter and mailing envelopes. Staff and volunteers will prepare the envelopes. Kathy Perkins volunteers to help as well.

Director's Report

Commented [S1]:

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The Director notes that our circulation has remained strong with decreases in audio materials and increases in digital content use. She reports on the increased collaboration with the local schools including visits from all the 4th grade classes and on outreach to Freeville's 3rd grade class. She recommends looking at establishing fine free materials for all of the children's items and eventually considering all materials to be fine free going forward. She also requests an increase in staff/hours to accommodate the increase in library usage and programming since the addition 7 years ago. She reminds the board about a possible meeting area policy for outside organizations.

Old Business-

It is decided to discuss finding a new trustee to replace James Turner at the scheduled budget meeting and all are requested to think of possible volunteers.

As the county looks at sustainable energy, several suggestions have been made. One recommendation is for solar panels on the flat roof. Michael Lane recommends investigation into using geothermal heat as a retrofit

Ron Denniston moves to adjourn, Kathleen Perkins seconds and all approve. The meeting is adjourned at 9:50 pm.

Minutes approved: _____ **date:** _____