

Minutes for Southworth Library Board Meeting April 16, 2018

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

Present:

- Mary Ellen Rumsey, President
- Ron Denniston, Vice President
- Les Cleland
- Randy Stewart
- Michael Lane
- Jim Turner
- Kathleen Perkins
- Sharon Keech - Treasurer
- Diane Pamel – Director (arrives 7:05 pm)
- Jim Lane – Dryden Realty (arrives 7:40)

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

Minutes

Minutes for January 2018 Board Meeting are submitted for approval. Randall Stewart request clarification about the tracking of restricted and unrestricted donations to the library. He mentions that the business technology funds are to be used for the monthly internet service fees. Sharon Keech explains that she zeroes out the donation funds at the end of each fiscal year. Les Cleland moves to approve the minutes, Michael Lane seconds and all vote in favor.

Financial reports

The Tompkins County contract for 2018 needs to be amended to \$33810 on the financial reports. Mary Ellen Rumsey inquires whether Harford has been approached for a contribution to the library. It was noted that Freeville has given \$100 for the 2017 year end and the Seward grant appropriation from Bullet aid was \$7500. Michael Lane will send a request for Bullet aid, focusing on energy efficiency and building needs for \$10,000. Les Cleland questioned how grant funds used to pay employees through the payroll are accounted for and if the payroll is them adjusted. An example was for services and time that were paid to Cathy Wakeman for a grant funded program. Sharon Keech will pursue that information from Dermody, Burke & Brown (Patty Green) for recommendations.

It is noted that our periodicals are currently limited to the Ithaca Journal and the Cortland Standard and no magazine subscriptions are current. It is also noted that we have exceeded the building repairs budget line by \$10 (\$2010 for fence repair of \$2000 budgeted amount).

Randall Stewart mentions that an annual financial audit is not necessarily required or recommended by NYS Ed Law. System recommendation was every three years with a financial review every year. Les Cleland mentions that a cash vs. accrual method would be more easily managed. Ronald Denniston concurs but warns that the conversion process may be costly.

Jim Lane from Dryden Realty joins the meeting at 7:40 for a report on 8 Library Street. He informs the Board that the reassessment process has been submitted and the results should be available by June 1. He reports that the units have been regular and stable. One renter left and paid \$300 to be released from their lease early and that unit was rented immediately. Most of the renovations for the apartments have been completed. He mentions that Perfect Lawns provides the lawn care for 8 Library Street and many of his other properties and he recommends them. Randall Stewart mentions that the eave troughs on the North Side need to be examined and Jim Lane confirms he will do so. Parking has not been an issue. Mary Ellen Rumsey inquires about the roof and Jim Lane reports that the roof on the house is about 10 years old and in good shape. Les Cleland asks for a listing and cost of capital improvements to have a historical record. Jim Lane will provide a list for the July Board Meeting. MaryEllen Rumsey asks about the railings on the apartments and their safety.

Jim Lane is excused.

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Michael Lane moves to postpone the decision about whether or not to proceed with a financial audit for this year. Ron Denniston will arrange for a report from Dermody Burke and Brown on the feasibility. Jim Turner seconds the motion and all vote in favor. Ron Denniston will invite David Bowles to the July Meeting. Michael Lane moves to accept the Wuartlery financial Report, Randall Stewart seconds and all vote in favor. The Real Estate Loan Policy as distributed in December is discussed. Ron Denniston advises that we will not invest in mortgage policies at this time. He mentions that the 990 is in progress with DBB and that everyone will get a copy. Sharon Keech is excused.

Fundraising Committee

The fundraising committee has no new report. The Library Director notes that we were given a \$6600 memorial donation from Betty Sutliff's estate.

Building committee

Perfect Lawns provides our lawn service. Les Cleland requests that they mow before Memorial Day. The building committee recommends Lyrical Landscape for the summer gardening chores with an expected bill of \$1680 for the season. Snow Shoveling is being handled primarily by staff with occasional hire of Austin's Helping Hands for larger jobs. They are also available for other tasks such as light carpentry, cleaning and odd jobs.

The building needs to include carbon monoxide monitoring according to updated building code. Randall Stewart and Jim Turner have met with Spectrum who currently provide our security and fire alarm system. The monthly cost include carbon monoxide monitoring is an additional \$7 with a \$1600 installation fee. The Building Committee will discuss and advise how to pursue.

The glass cabinet was reassessed for a different lock and the decision was made to keep it as is. The batteries in the alarm will be replaced. Mary Ellen Rumsey is given approval to have Evan Earle evaluate our historic materials at some time.

MaryEllen Rumsey submits a landscaping plan that will include the removal of several trees and plants, moving several of the large stones and small fencing repairs. Randall Stewart moves to go ahead with the landscape proposal beginning with the hedge removal & removal of the Blue Spruce. Kathleen Perkins seconds the motion. All vote in favor. Quotes are needed for the tree removal service. S&S Tree Service is noted.

The Building Committee recommends that work continue on cleaning out the mechanical rooms and storage areas. Les Cleland mentions that the windows need to be washed and would like that added to expected services. Jim Turner mentions he will examine our roof when the weather allows.

Operations Committee

MaryEllen Rumsey submits a Conflict of Interest Declaration Statement that needs to be signed annually by Board Members and the Library Director. It will be kept on file at the library with the policy itself. Ron Denniston and Michael Lane state they do not have a conflict of interest in providing services as they do not charge for them.

Meeting area policy

The Board decides to table discussion of the Facility Use Agreement until the July Board Meeting.

An incident report was filed in house for a staff member who felt that a patron was inappropriate towards her. The Library Director met with her (and her mother as she is a minor) to discuss and make a plan.

Bailey Estate The house is currently back on the market as the first offer fell through. The rest of the estate has been sold except for bank stock. Southworth Library Association has applied to be the executor of the estate while a temporary executor has completed most of the work on the estate to date. Michael Lane notes that taxes will need to be paid on the estate for ~\$40,000 before distribution of funds. Les Cleland moves to adjourn at 9:53. Randall Stewart seconds and all approve.