

# Minutes for Southworth Library Board Meeting January 18, 2021 meeting

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The Minutes for the Quarterly Board meeting for the Southworth Library January 18, 2021 –held as a virtual meeting through ZOOM

## Present:

- Michael Lane
- Mary Ellen Rumsey, President
- Bambi Avery
- Les Cleland
- Randall Stewart
- Kathy Perkins
- Mary Jane Neff, Bookkeeper
- Diane Pamel – Library Director

Meeting called to order at 7:01 p.m.

## Appointment of Trustees & Officers

Kathy Perkins moves to reappoint the 6 standing trustees for an additional term. Randall Stewart seconds and all vote in favor. It is noted that the library charter requires 7 board members. The Board notes with regret the passing on October 25, 2020 of Ronald Denniston after 34 years of dedicated service as a Library Board member and Vice-President. Discussion of another board member to take his vacant seat will ensue in the coming months and is tabled for this meeting.

The following Officers are nominated and voted in unanimously:

President - MaryEllen Rumsey

Vice President – Michael Lane

Secretary- Randall Stewart

Treasurer – Les Cleland

Bambi Avery moves to appoint officers as stated, Kathy Perkins seconds and all vote in favor.

Les Cleland moves to appoint Diane Pamel as Library Director, Bambi Avery seconds and all vote in favor.

## Assignment of Committees

Committees are assigned as follows with the understanding that the President, MaryEllen, is an active participant in all of them:

Finance: Les Cleland, Michael Lane

Operations: Randall Stewart, Les Cleland, Kathy Perkins

Fund Raising: Randall Stewart, Kathy Perkins

Building & Grounds: Michael Lane, Randall Stewart, Bambi Avery

Insurance Review: Bambi Avery

## Approval of Minutes

- October 19, 2020- Les Cleland moves to accept the minutes. Bambi Avery seconds and all approve. Les Cleland notes that on October 27,2020, the SBA loan received became income for the library.

## Financial Report & Discussion

Bailey investment interest income:

Bambi Avery moves to make a resolution to amend the 2020 budget to expense \$5298.77 from the Bailey investment interest income for building repairs, Michael Lane seconds and all vote in favor.

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Michael Lane moves to carry \$1037.96 from the investment interest to the building repairs account for 2021, Randall Stewart seconds and all approve.

Les Cleland notes that the \$22,900 SBA CARES Loan has been transferred into income and is no longer an outstanding loan.

## **Budget for 2021**

Discussion on Paid sick leave for hourly employees includes the provision in the budget of \$1500 as a budget item for 2021. ADP payroll services tracks the earned amount and hours used.

All physical materials purchased for collections will be combined into one budget line item for simplification, with reports on breakdowns for each type of material made available on request.

CPA services reduced from \$5000 to \$1000 and Audit increased from \$1000 to \$5000.

Michael Lane moves to approve the 2021 budget as amended. Randall Stewart seconds and all vote in favor.

Mary Jane Neff will meet with the finance committee to create an appropriate RFP for audit services. A deadline of March 1 is set for input from Board Members concerning audit items and protocol.

## **PPP Loan notes**

Les Cleland submits a worksheet that includes a comparison of 2019 and 2020, 3<sup>rd</sup> and 4<sup>th</sup> quarters for the PPP loan process and notes that we qualify based on a 25% reduction in income for comparable quarters.

Outstanding items include grant receipts, utility costs and FTE employee numbers

Mary Jane Neff is excused at 8:30 pm

Randall Stewart asks for verification that M. Shadduck will handle the investments at the First National Bank of Dryden for the Southworth Library and asks for a copy of the investment policy. Randy Stewart also recommended the board review the current investment policy and, if necessary, revise the policy.

## **Policy approval**

Les Cleland moves to approve the Pandemic Policy and the Disaster Policy as written. Randall Stewart seconds and all approve.

The five year strategic plan expired in 2020 and will be revised this year. Bambi Avery and Kathy Perkins will work with the Library Director to survey the community and amend/write as indicated.

## **NOTES**

The lighting upgrade will occur February 4 and February 5. It is decided that the library will remain closed for those days and scheduled staff will be paid for their time. BC Solutions, our cleaner, will wait to clean on Friday night rather than Wednesday.

The fundraising summary as of January 11 indicates \$13295 in individual donations (\$1565 less than last year); \$3525 in business donations (\$775 more than last year) for a total of \$16820.

Randy Stewart asked that the **Southworth Library 2020 Report to the Community** be posted on the library's website; he also asked that library board meeting minutes for 2018 need to be posted on the website.

The Board breaks into executive session.

The board returned from executive session. In executive session Les Cleland moved to increase the library Director's salary by 2%; Bambi Avery seconded the motion. The board voted to approve a 2% salary increase

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effective January 1, 2021. It was recommended that board President Mary Ellen Rumsey write a letter to the Library Director confirming reappointment and the 2% salary increase.

At 9:15 pm the meeting is adjourned (Kathy Perkins so moves, Randall Stewart seconds and all vote in favor)

Approved April 19, 2021