

Minutes for Southworth Library Board Meeting July 26, 2021

The Minutes for the for the Southworth Library July 26, 2021 Quarterly Board Meeting

Present:

- Michael Lane, Vice President
- Mary Ellen Rumsey, President
- Bambi Avery
- Les Cleland, Treasurer
- Randall Stewart, Secretary
- Clint Brooks
- Mary Jane Neff- Bookkeeper
- Diane Pamel – Library Director

Not present:

- Kathy Perkins

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

Randall Stewart moves to appoint Clint Brooks to the Board. Bambi Avery seconds and all approve his appointment to the Board of Trustees.

Randall Stewart moves to approve the minutes for the April 19 Quarterly Board meeting, Bambi Avery seconds and all approve. Les Cleland moves to approve the Minutes for the May 11 Special Board Meeting, Randall Stewart seconds and all board members approve.

Financial reports for the income and operating expenses are submitted. Mary Jane Neff notes that the deficit in Workman's Comp will be adjusted with an expected reimbursement from the insurance company, usually in September.

The Profit and Loss statements, grants report, and investment reports are submitted for review.

The income statement from the 8 Library Street property is submitted. It is noted that there is not income, but that the Real Estate management company has held back \$13,000 for necessary repairs to the property. A special meeting with Jim Lane the property manager is requested.

Bambi Avery moves to approve the financial statements as submitted, Mary Ellen Rumsey seconds and all board members vote in favor of approval.

Les Cleland submits several reports from the finance committee including a recommended review of the investment policy, income trends, request for signature changes for the bank account access, and the current status of various income sources.

Randall Stewart makes a motion to approve moving the Esther Pulling estate funds to the operating budget.

MaryEllen Rumsey seconds and all board members vote in favor of approval.

Les Cleland recommends combining smaller memorial CDs as much as possible.

(note that Michael Lane and Randall Stewart were added as signers, with Les Cleland, to the operating fund checking account, the money market account and the grants/restricted donations checking account in April 2021)

Les Cleland submits paperwork indicating signature changes required for the safety deposit box and also notes that a variety of investments need clarification and possibly to be combined with other accounts. It is also noted that Sharon Keech is still working with some of the accounts. Clint Brooks will clarify with Sharon Keech what her involvement is currently and going forward.

Randall Stewart will schedule a meeting of the finance committee to discuss various investment changes and investment possibilities.

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The NY Hero Act: Airborne Infectious Disease Exposure Prevention Plan is submitted to the Board. Michael Lane moves to approve, Bambi Avery seconds and all board members vote in favor of approval.

It is decided to have Sarah Glogowski, FLLS Director, come to a board meeting to help determine the necessary steps to be placed on a school tax ballot vote.

Other discussion included creating an RFP for a financial audit. We will ask for assistance from Jim Stebbins, the accountant for FLLS for guidance and suggestions.

The 8 Library Street property needs some repairs to the driveway. An estimate was provided by Wilson Paving.

Randy Stewart requests that Jim Lane receive two more estimates for possible paving and/or crushed stone. Les Cleland requests that Jim Lane also provide three (3) estimates for the new roofing on the porch of the house. The Board reiterates expenses for the property are paid out of rental income.

Randal Stewart will reach out to Mike Havington or Jamie Bobnick for the lighting repairs in the back hallway by the bathrooms. He is also pursuing the information for converting to geothermal heating and cooling.

Randall Stewart reported that the fundraising drive, while successful, could be increased with more business involvement.

Les Cleland moves to adjourn the meeting, Randall Stewart seconds and all approve. The meeting is adjourned at 9:13 pm