

Minutes for Southworth Library Board Meeting November 1, 2021 meeting

The Minutes for the Third Quarter Board meeting for the Southworth Library November 1, 2021

Present:

- Michael Lane, Vice President
- Bambi Avery
- Les Cleland, Treasurer
- Randall Stewart, Secretary
- Kathleen Perkins
- Clint Brooks
- Diane Pamel – Library Director

Not Present:

- Mary Ellen Rumsey, President
- Mary Jane Neff, Bookkeeper

Meeting called to order at 7:05p.m.

Approval of Minutes

Quarterly Board Meeting Minutes for July 26, 2021 recommended for approval by Les Cleland. Clint Brooks seconds and all approve.

Financial Report & Discussion

Motion to ratify decision to increase staff salaries as of October 4, 2021 as follows:

- Current Library Assistants from \$15.30 to \$16/hr
- Current Library Aides from \$12.50 - \$14/hr
- New Library Aide at \$13.50/hr

Bambi Avery moves to accept, Michael Lane seconds and all approve

● Motion to ratify agreement to create a third Library Assistant position and to promote Allison Payne to that position at \$15/hr as of Oct 4. Michael Lane moves to approve, Bambi Avery seconds and all vote in favor.

● Motion to ratify the decision to convert several CDs that reached maturity from 3 year to 1 year terms. Michael Lane moves to approve, Bambi Avery seconds. Clint Brooks abstains and all other approve.

YTD Financial statements are submitted. Les notes that some stock dividends will be distributed in the fourth quarter with up to \$9000 possibly. Diane Pamel notes that the Tompkins County funding which had been delayed has been deposited in full.

- Income statement – Kathy Perkins moves to approve, Michael Lane seconds and all approve.
- Expense Report- Bambi Avery moves to approve, Kathy Perkins seconds and approve.
- Grants Report- Kathy Perkins moves to approve, Bambi Avery seconds and all approve.

Discussion on the external audit includes the need for an RFP to some of the identified auditing firms including Sciarabba, Walker & Co, Port, Kashdin & McSherry, Insero & Co. Others may also be identified with library and non-profit experience a priority. The Finance Committee will meet to decide on the next approach and deadlines. Our last audit was for 2017 and it is discussed that we need to decide if we can start with 2020 when our quickbooks system was stable and in place.

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Randall Stewart would like to pursue investigation into other financial investment advisors and the Finance Committee will discuss.

The budget worksheet for the 2022 budget was distributed. Randall Stewart will work to set up a meeting for the 2022 budget.

For purpose of cost comparison, Randall Stewart recommended the board ask for quotes from other insurance companies prior to renewing policies with Bailey Place Insurance.

8 Library Street

Randall Stewart will contact Jim Lane regarding 2022 quotes for driveway repair and/or blacktop. As a temporary fix, Randy will also ask to Jim to arrange to have driveway's large pot holes filled in before winter. In addition Randy will ask for quotes for the porch roofing work.

Building Committee

The front entry way work has not been scheduled with Schickel Construction. Randall Stewart would also like to schedule a roof and drain inspection with them when we can get on their calendar. We have not been able to connect with them to date for either project.

Diane Pamel will confirm snow removal with Wilson and light bulb replacement in the overhead foyer with BC Solutions. Diane will be looking for a new vender for the library's security system; she will get a quote for the service.

Fundraising

Randall Stewart will work on the fundraising appeal letters to businesses and prior donors with any new names added as well. Given the board is asking the community to support the annual appeal with a donation, Randall Stewart encouraged board members to support the appeal as well with a donation The annual report to the Community flyer will be printed in house and included. It will also be available visibly on the website.

Other

After some discussion on the process to be placed on the school tax ballot, the Board agreed to consider it for the upcoming year, beginning with a meeting with the Dryden School Superintendent and whomever he includes. Randall Stewart agreed to set up a meeting with him, including as many board members as possible.

The Director's Report included an update on our library usage and programming.

Randall Stewart reminded all Board Members to complete the sexual harassment training for NY State. Diane Pamel will send the link to the FLLS site for those who need to complete it.

Randall Stewart moves to adjourn the meeting, Les Cleland seconds and all agree. The meeting adjourns at 9:00 pm