

# Minutes for Southworth Library Board Meeting July 18, 2022 meeting

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The Minutes for the Board meeting for the Southworth Library April 18, 2022

Present:

- Michael Lane, Acting President
- Les Cleland, Treasurer
- Randall Stewart, Secretary
- Kathleen Perkins
- Clint Brooks
- Bambi Avery
- Diane Pamel – Library Director
- Allison K Cantu- Bookkeeper

Excused:

- Mary Ellen Rumsey

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

Privilege of the floor for the public- no attendees

## Minutes

Approval of Minutes for April 18, 2022. Les Cleland moves to approve the minutes, Randall Stewart seconds and all vote in favor. Director Pamel thanks Randall Stewart for his timely review of minutes and corrections as needed.

## Treasurer Report and Finance Committee

- 2021 Year end income and expense statements are explained and submitted. Engels Accounting provided assistance in how to account for a difference of \$550 in statements and the bank balances.
- The 990 draft, prepared by Engels Accounting was reviewed. Several questions and corrections are required and a meeting with Jay Engels is proposed.
- 2022 Budgeted income and expense, Balance Sheet and Profit and Loss statement are submitted.
- Clint Brooks moves to approve the financial statements, Bambi Avery seconds and all approve.
- Randall Stewart reports that the Legislative bullet aid requests were sent to Sen. Oberacker and Rep. Kelles.
- The investment account summary is submitted. Les Cleland recommends investigation into how to invest funds. Randall Stewart and Les Cleland will pursue possible alternatives.
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## Audit

Randall Stewart has written an RFP for the financial audit and will submit to Insero; Sciarabba & Walker; Port, Kashdin & McSherry. He requested the P&L and budget report in digital form from the bookkeeper for 2021 and the annual report to the community in digital form from the library Director and will proceed with RFPs.

Allison Kjellander-Cantu is excused at 7:45 pm

## Building and Grounds Report

Randall Stewart reports that Charles Cook completed an inspection and repair of the slate roof and has set up a direct connection with the company for future inspections and work

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Several light bulbs need replacement in the historic wing. BC Solutions (the cleaning and handyman service) will replace them.

The maintenance of the Tower Clock and the Calendar clock are discussed.

## **8 Library Street Report**

Quotes for paving work for the 8 Library Street property are discussed. Randall Stewarts recommends using Randolph CO. (Randy Cooper) for blacktopping on top of the current surfaces. Clint Brooks moves to approve, Kathleen Perkins seconds and all vote in favor. Tenants will be allowed to park in the library parking lot during the paving process.

## **School Ballot Funding Proposition**

The school tax referendum for an appropriation of \$50,000 for the library through the school tax ballot passed. Recommendations for more open hours and staff compensation are discussed as a result of the funding.

## **Misc**

Bambi Avery submits a request made for use of the outdoor area for a remembrance of Brenda Gifford, daughter of Cam Viall for Friday August 26 at 11 am. There are no objections

Clint Brooks moves to adjourn the meeting at 8:55 pm. Bambi Avery seconds and all vote in favor.