

Minutes for Southworth Library Board Meeting April 18, 2022 meeting

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
- Diane Pamel – Library Director
- Allison K Cantu- Bookkeeper

Excused:

- Mary Ellen Rumsey
- Bambi Avery

Meeting called to order at 7:02 p.m.

Privilege of the floor for the public- no attendees

Treasurer Report and Finance Committee

- Discussion of new contract required with investment company as Vining Sparks transfers to Stifel, Nicolaus + Co.
- Motion to approve Vining Sparks transfer and accept new investment service. Moved by Randall Stewart, Seconded by Kathleen Perkins and all vote in favor.
- Motion to approve Les Cleland to act as the accounting representative and for Clinton Brooks to act as overseer for investments. Kathleen Perkins seconds and all vote in favor.
- Appropriate signatures are made and the contract will be mailed.
- Grants reports for 2021 year end and the 2022 first quarter report is submitted. Les Cleland moves to approve the grants reports, Clinton Brooks seconds and all vote in favor.
- 2021 Year end income and expense statements are explained and submitted with a note that there may be some changes to the 2021 income statement.
- 2022 Budgeted income and expense are submitted.
- First quarter 2022 income and expense statements are submitted.
- Les Cleland moves to approve the statements, Clint Brooks seconds and all vote in favor.
- Les Cleland and Allison Kjellander-Cantu will continue to work on the 2021 year-end figures for modifications. Jay Engels will consult with the library to work on the statements as well.
- Jay Engels will proceed with an extension request for the 990 and complete the 990 for the library.

Audit

The Board will move forward on an audit of the library with RFPs to Insero; Sciarabba & Walker; Port, Kashdin & McSherry. Other firms may also be included. Randall Stewart and Kathy Perkins will assist in the RFP process for the auditor. We will consult FLLS for a template or more information for the language for the RFP as well

Allison Kjellander-Cantu is excused at 8:10 pm

Randall Stewart will write and submit the Legislative Bullet Aid request

Building and Grounds Report

Lyrical Landscapes quote for services is submitted. Randall Stewart moves to hire Lyrical Landscapes for landscaping services. Motion was seconded. All voted in favor.

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Quote from Perfect Lawns for mowing services has increased to \$58/mow. Randall Stewart moves to approve Perfect Lawns for lawn care, Kathleen Perkins seconds and all vote in favor

Request for historical binder

The request for the transfer of ownership for the Binder no. 11 to the Town of Dryden Historical Society is denied.

8 Library Street Report

The Board agrees to consider the parking lot paving for the property. Kathleen Perkins will approach Jim Lane to get three estimates for the work and the board will decide which firm to use by email consensus.

School Ballot Funding Proposition

- Report on the Freeville Board of Trustees meeting from Kathy Perkins
- Rotary Presentation confirmed for April 28 at 7 am at TC3 with Diane Pamel and Clint Brooks
- Kiwanis meeting on May 4 at 7 pm vis ZOOM with Randall Stewart
- Shopper ad- half page to be published in the May 3 edition
- Radio Spot to be pursued for the week of May 2 with Diane Pamel a d Michael Lane
- Press release and outreach to Kevin Smith of the Tompkins Weely.
- Other recipients for the press release to include Ithaca Voice, Cortland Voice, Courier, Tompkins Weekly, Ithaca Times, Cortland Tribune, Ithaca Journal and Cortland Standard.

Reminders for the signed Conflict of Interest statements for 2022 and the Sexual Harassment Training for 2022 are given

Kathy Perkins moves to adjourn the meeting at 9:00 pm. Randall Stewart seconds and all vote in favor.