

Minutes for Southworth Library Board Meeting October 17, 2022 meeting

The Minutes for the Board meeting for the Southworth Library October 17, 2022

Present:

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

Excused:

- Mary Ellen Rumsey
- Kathleen Perkins

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

Privilege of the floor for the public- no attendees

Audit

Discussion of proposal from Deb Hayden of Port, Kashdin & McSherry for the financial audit. Randall Stewart moves to retain Port, Kashdin & McSherry to do the 2021 audit for the agreed price of \$7000. Clint Brooks seconds and all vote in favor. Bambi Avery notes that the audit amount needs to be included in the 2023 budget.

Minutes

Randall Stewart moves to approve the minutes for July 18, 2022. Bambi Avery seconds. All approve the corrected minutes

Presidency

Michael Lane, acting president, again requests that an alternative Board Member take on the role of presidency in light of his continued commitments, both professionally and in his role in local government.

Treasurer Report and Finance Committee

- Les Cleland notes that 5 CDs have come due in October and have been renewed.
- The school tax ballot distribution of \$50,000 to the library will be due this month. The Board requests the Library Director find out how that payment is processed and distributed.
- Les Cleland requests that \$5000 of the amount held by the Dryden Realty and Apartment Co. for the 8 Library Street rentals be transferred to the Library Money Market account, subsequent to the completion of the paving project.
- The 990, prepared by Engels Accounting was submitted.
- 2022 Budgeted income and expense, Balance Sheet and Profit and Loss statement are submitted.
- Discussion on the use of the income from the CDs and other investment opportunities
- Grant and Discretionary donation income report submitted
- Budget meeting for the 2023 budget set for Monday, November 28th at 5:30.

Allison Kjellander-Cantu is excused at 8:15 pm

Building and Grounds Report

Maintenance agreement for the tower clock with White's Clock and Carillon Northeast, Inc. for 2023 for \$550, paid in advance. Clint Brooks moves to approve the agreement, Les Cleland seconds and all vote in favor.

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Schickel Construction has not been able to schedule or complete the front vestibule repair, involving some masonry work. If they are unable to complete the work, an alternative firm will be contacted. Other repairs include a broken window in the basement and the hedgerows between the parking lot and 8 Library Street which need removal.

8 Library Street Report

Paving work has been completed.

Fundraising and Annual Appeal: Discussion- no motions

Tompkins County Recovery Fund: Discussion, no motions. The Tompkins County Libraries are submitting a request for funding for technology and training for hybrid meetings

Insurance: Bambi Avery presents the information on Church Mutual Insurance. No motions are made

Sexual Harassment Training requirement: Michael Lane issues a reminder that all trustees must do training for the Sexual Harassment Training requirement. It can be virtual. Once completed, the Director should be notified and the Certificates issued to be stored in the library files.

Board moves to executive session at 9:20 pm

Randall Stewart moves to leave executive session at 9:44; Clint Brooks seconds and all approve

Bambi Avery moves to adjourn the meeting at 9:45; Les Cleland seconds and all approve.

Minutes approved 1/30/2023