

# Minutes for Southworth Library Board Meeting May 25, 2023 meeting

---

The Minutes for the Board meeting for the Southworth Library May 25, 2023

Present:

- o Michael Lane, President
- o Bambi Avery
- o Randall Stewart, Vice President
- o Paul Streeter
- o Clint Brooks
- o Diane Pamel – Library Director
- o Allison Payne- Library Asst and Bookkeeper

Not Present:

- o Les Cleland, Treasurer
- o MaryEllen Rumsey

Meeting called to order at 6:10 p.m.

Privilege of the floor for the public- no attendees

## **Trustee**

Trustee emeritus position discussion as per the resolution passed 3/27/2023.

It is recommended that a resolution be passed to designate MaryEllen Rumsey as a Trustee Emeritus should she decide to step down. Randy Stewart so moves, Paul Streeter seconds and all approve.

Clint Brooks moves to accept the resignation of Les Cleland as a trustee with regret. Bambi Avery seconds and all approve.

Michael Lane will ask Les Cleland if he wants to continue as Trustee Emeritus.

Clint Brooks moves to appoint Paul Streeter as treasurer. Randy Stewart seconds and all approve.

## **Treasurer Report and Finance Committee**

Paul Streeter moves to accept the financial reports, Clint Brooks seconds and all vote in favor.

8 Library Street report is submitted and received.

## **Minutes**

Bambi Avery moves to accept the Minutes from March 27, 2023. Michael Lane notes that the contents of the Trustee Emeritus Resolution be included in the minutes. Randall Stewart seconds with that amendment and all vote in favor.

## **The Director Report is submitted.**

### **Operations Committee**

Clint Brooks, Bambi Avery and Randall Stewart met with Diane Pamel and Allison Payne for an update on the progress in her position as the senior Library Assistant with bookkeeping responsibilities using the Quickbooks system.

The Operations committee also discussed insurance policies and decided to remain with UTICA- provided through Bailey Place Insurance. They also insure 8 Library Street but Randall Stewart mentioned that they are two separate policies.

### **Finance committee**

Groton CD terms ends May 26. Randall Stewart will pursue getting a new CD with the current funding 3.55% for 13 months. New Signatories will be needed for the new CD to include Michael Lane, Paul Streeter and Randall Stewart. Paul Streeter moves to open the new CD at FNB Groton at 3.55%. Bambi Avery seconds and all approve.

## Minutes for Southworth Library Board Meeting May 25, 2023 meeting

---

First National Bank of Dryden CD will end tomorrow. Chemung Canal Trust Co will provide a CD for 14 months at 4.25%.

Paul Streeter moves to authorize Randall Stewart to open a CD at Chemung County Canal Bank using the CD from First National Bank of Dryden that has matured. Bambi Avery seconds and all approve.

Randall Stewart recommends a finance committee meeting to determine our plan and the risks we want to take. Randall Stewart would also like to meet with the finance committee and a financial advisor to find out how they could work with the library.

Audit- Randall Stewart will pursue Deb Hayden at Port, Kashdin & McSherry for an update on the audit for 2022.

### **Building and Grounds Report**

HVAC payback proposal has been submitted.

Landscaping: Quality Lawn Care will provide the landscaping.

Several tree removal projects are needed but are not urgent.

**Randall Stewart moves to go into executive session, Clint Brooks seconds and all approve.**