

Minutes for Southworth Library Board Meeting November 15, 2023 meeting

The Minutes for the Board meeting for the Southworth Library November 15, 2023

Present:

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

Meeting called to order at 6:01 p.m.

Privilege of the floor for the public- no attendees

Business

Minutes for September 25, 2023 Board Meeting are submitted. Randy Stewart provides information from the executive session to be added to the minutes. Paul Streeter moved to accept as changed, Clint Brooks seconds and all vote to approve the minutes as amended.

Treasurer Report and Finance Committee

The following financial reports for January – June 2023 are submitted and reviewed

- Balance Sheet
- Profit & Loss
- Operating income
- Budget-expense
- Lincoln
- Bailey Fund
- Grants Report

It is noted that our funds from the Dryden Village and the School District have not been yet been received for this year. The board commends Allison Payne for her work with the budget and finances and thanks her. Paul Streeter notes that there is a \$40,000 deficit in the budget.

The Director Report is submitted

No questions or modifications needed.

Operations Committee

Trustees are reminded to complete the annual two hour training before year end.

Randy Stewart reports on training he participated in on the Library Director evaluation process.

Michael Lane reports on the Fingerlakes Library System Annual meeting presentation on challenges to library materials and collections and recommends board members review it. The Library Director will send the link to the pptx.

The long range strategic plan is discussed. The Library director will provide the board members with copies of the community survey from 2019 and a draft for this year. Several recommendations for dissemination of the survey included the Town of Dryden email list and newsletter, The Varna community newsletter, the local churches, the Freeville list serve and Poet's Landing to try to get the survey outside of the current library patronage. The Board will plan to discuss different goals from the plan in several meetings i.e. outreach, building and facilities, operations, staff, etc. at a series of lunch time meetings as time allows.

Volunteers

Brenda Carpenter suggests using an evaluation tool that determines the in kind value of volunteers based on her experience working at CCETC and will connect with Allison Payne who manages the volunteers. The volunteer

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appreciation event is noted. Randall Stewart suggest combining the volunteer appreciation event with the donor recognition event for 2024.

Finance committee

Audit is in progress with no updates to date.

8 Library Street Report submitted-

Paul Streeter notes the upcoming meeting with Cornell Pochily for investment services.

Allison Payne is excused.

The budget for 2024 is submitted, including staff increases of 3% for Library Director, Library Assistants and Library Aide and a proposed position change for Allison Payne to Assistant Library Director with a 4% increase in salary. The total budget is \$270,749,50. Randall Stewart moves to approve the budget as discussed. Bambi Avery seconds and all vote in favor contingent on the approval by email of the updated job description for Assistant Library Director to be provided by the Library Director.

Building and Grounds

The front door refinishing will wait until appropriate weather conditions. The door mechanism repair is still in need.

Michael Lane recommends that the screen doors for the old front entrance be reinstalled at some point in time and notes they are being stored in his barn.

Landscaping work includes recommended fall pruning of various trees and shrubs. Other landscaping work to be performed as contract work in the coming year including mulching, cleanup, weeding and perennial care. We will pursue Dan Mulligan and Carl Conrad with Quality Lawn for proposals. Tree removal proposals received from Limbwalkers and Eagle Tree Removal. The Board approves moving ahead with hiring Limbwalkers for the work which will be done in the spring of 2024.

Randall Stewart moves that expenditures for building repair and maintenance over \$500 may be directed by the Board of Trustees to be paid from the Bailey Income fund. Paul Streeter seconds the motion and all approve.

Fundraising

The fund drive was initiated earlier this year with the donor list from last year and other new prospects added. To date \$7000 has been received. The businesses will receive a letter with more specific needs for technology.

Bambi Avery moves to go into executive session at 8:10 p.m., Paul Streeter seconds and all approve.

Executive session ends at 8:26 p.m.

Board approved salary for the Library Director and the meeting is adjourned at 8:30 pm

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