The Minutes for the Board meeting for the Southworth Library January 25, 2024

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

Also present: Charles Dardia, incoming Trustee

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

Privilege of the floor for the public- no attendees

**Business**

Election of Officers

Randall Stewart recommends reseating of current board members as follows: Michael Lane, Randall Stewart, Clinton Brooks, Paul Streeter, Bambi Avery and Brenda Carpenter. Paul Streeter moves to second the recommendation and all vote in favor.

Paul Streeter moves to nominate Charles Dardia as trustee for the Southworth Library Board. Clinton Brooks seconds and all approve.

Clinton Brooks moves to reappoint the officers as: Michael Lane, President; Randall Stewart, Vice-President, Paul Streeter, Treasurer; Bambi Avery, secretary. Randall Stewart seconds and all vote in favor.

Randall Stewart moves to reappoint Diane Pamel as Library Director for 2024, Bambi Avery seconds and all vote in favor.

The following committees are assigned:

Operations Committee- Bambi Avery, Clint Brooks (chair), Brenda Carpenter, Randall Stewart, Charles Dardia

Building & Grounds- Randall Stewart (chair), Charles Dardia, Michael Lane

Finance-Clinton Brooks, Paul Streeter (chair), Michael Lane, Randall Stewart

Fund Raising-Randall Stewart (chair), Bambi Avery, Paul Streeter

**Minutes**

Bambi Avery moves to approve the minutes for November 15, 2023; Randall Stewart seconds and all vote in favor.

**Treasurer Report and Finance Committee**

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

* Balance Sheet- Lincoln endowment amount adjusted by $200,000 as error in previous statements
* Profit & Loss
* Operating income
* Note: the Budget for building repairs was $ 5000 but expenses were $10,947, including the HVAC study. Randall Stewart wants to clarify that those expenses are to be paid out of the Bailey fund.
* Lincoln Fund
* Bailey Fund
* Grants Report

We finished in the black from the budget with some savings on the audit and accounting services for which we have not yet been billed.

Nelson Mead and Shane O’Neill-- of Cornell-Picholy came to explain their services and organization.

Paul Streeter moves to enter into a contract with CP Investment services, Randall Stewart seconds. All vote in favor

Modifications to the investment policy will be made to reflect that change.

**Audit-**

The audit has not yet been completed. There are questions that remain on fixed assets and their values and the depreciation of assets. Paul will pursue looking for records of how that has been done in the past.

Some discussion occurs on the need for the audit process. Sarah GLogowski, Finger Lakes Library System Director, indicated that it is not a requirement for a library of our size.

Clinton Brooks as President of The First National Bank Dryden; that the Southworth Library Association is heavily invested in common stock of the Bank; and that we may need to consider diversification in our investments..

**The Director Report**

No questions or modifications needed.

8 Library Street report is submitted.

**Volunteers-** no report

**Building and Grounds**

Landscaping is discussed. We will look for a contract with landscapers to do annual updates. We will pursue Dan Mulligan and Karl Conrad with Quality Lawn for proposals.

Boiler repair and replacement discussed

The flat roof was inspected and cleaned and front door fixed by Schickel Construction

Stone work for front entrance needs to occur in warmer weather.

Cleaner issues are discussed and proposals from other companies will be pursued, including JandG cleaners and the Murray Center.

**Fundraising**

The report for 2023:

Total donations $37,000

* annual appeal $17,000;
* $3500 for technology,
* $2700 memorials,
* $16,500 donations.

**Other business**

* Randall Stewart recommends investigating whether or not we can go with only one phone line. We currently have two lines: one for regular phone services and one for faxes. We will investigate if Fax services can occur over the regular phone line. This would save money on the monthly phone charges.
* Trustee Education is discussed. The Library Director will pursue FLLS training for Trustee 101 at the library to complete the 2 hours requirement.
* The donor and volunteer appreciation event is tentatively planned for a Wednesday or Thursday evening in May
* The next Board meetings are scheduled for Monday March 18 and Thursday May 30 at 6 pm at the library.

Bambi Avery moved to close the meeting, Paul Streeter seconds and all appove. The meeting is adjourned at 8:26 pm