The Minutes for the Board meeting for the Southworth Library March 18, 2024

Present:

* Michael Lane, President
* Bambi Avery, Secretary
* Randall Stewart, Vice President
* Paul Streeter, Treasurer
* Brenda Carpenter
* Clint Brooks
* Charles Dardia
* Diane Pamel – Library Director
* Allison Payne-Senior Librarian

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

Privilege of the floor for the public- no attendees

**Minutes**

Clinton Brooks moves to approve the minutes for January 25, 2024; Randall Stewart seconds and all vote in favor.

**Treasurer Report and Finance Committee**

The following financial reports for January – February 2024 are submitted and reviewed

* Balance Sheet-
* Profit & Loss
* Operating income
* Budget report with income and expenses
* Lincoln Fund
* Bailey Fund
* Grants Report

**Audit-**

No progress on the audit. A comparison on financial reports for the past several years showed consistency with the P&L, but the balance sheets had incongruities. Clarification from Jay Engels, the accountant who submits our 990, as we go forward with the financial review for 2023 is requested and a discussion with him to look at the changes will follow.

The Cash Management and Investment Policy was updated with more refined language and allowable investments. Addendums proposed reflect work with Cornell Pochily Investments.

Motion to adopt to revise investment policy as presented. Bambi Avery moves to approve the policies and addendums as of March 18, 2024. Charles Dardia seconds and all vote in favor. The treasurer recommends moving funds from FNB and Stifel Investments to Cornell Pochily.

**The Director Report**

* Staff changes- Jennifer Wildridge submits letter of resignation with regret as of April 26. Clint Brooks moves to accept it with regret, Brenda Carpenter seconds and all approve.
* Jessica Cute is nominated to be promoted to the Library Assistant position at $17.50/hour. Randall Stewart moves to accept, Paul Streeter seconds and all vote in favor
* The empty position of Library Aide will be advertised at $15.45 an hour

No questions or modifications needed.

8 Library Street report is submitted.

Charlie Dardia would like to take a walk around 8 Library Street to look at some of the areas that may need repair on the building. Randy Stewart recommends a review of the property and the process for its upkeep. Building & grounds committee recommended to review the agreement and responsibilities with Dryden Apt. Management for 8 Library Street. Randy Stewart will see if Jim Lane can come to the May meeting.

**Volunteers-** no report

**Building and Grounds**

* Slate Roof report is in great shape. CF Evans (Elmira) offers a yearly maintenance program to evaluate the roof every year, clean gutters, ($200/hr) + some travel costs. Building Committee recommends contracting with them for the maintenance of both roofs (flat and slate). It is noted that two pallets of slate are available for repairs and stored in the Town Barn. Clinton Brooks moved to approve the agreement, Paul Streeter seconds and all vote in favor
* Replacement Boiler for Lincoln Center Addition: Randy Stewart reviews the recent history of the boiler repairs with K&B and HSC. Estimates from K&B and HSC for new boiler will be forthcoming. Michael Lane will also ask Ron Shipe, who does plumbing and heating work as well, and will call for an estimate.
* Mowing and landscaping quotes received from Karl Conrad and Dan Mulligan. Building Committee recommends we use Karl Conrad for lawn services. Randall Stewart moves to approve them for the contract, Charles Dardia seconds and all approve.
* Discussion on the area between the library and 8 Library Street where trees were removed and what to plant in that area follows. Karl Conrad will be consulted for recommendations.
* There is discussion about the trees near the apartments next door (Pizza and Bones building) and how to trim the arborvitae there.
* Exterior doors need staining and refinishing.
* Painting touch ups and repainting needed in the Lincoln Center Addition, but can be put off to 2025.

**Finance Committee**

Bequests noted: Beatrice Schwoerrer-trust with a provision for the Southworth Library and

$1000 from the estate of Betsy VanSickle left to the library in her will with no restrictions.

**Fundraising & Recognition Event**

April 14- 22 Volunteer recognition cards are submitted by Brenda Carpenter and signed.

The Donor & Volunteer Reception is scheduled for Wednesday, May 15.

Randall Stewart reports that in 2023 $29,000 received for the fund drive and other donations.

Charlie Dardia moved to close the meeting, Paul Streeter seconds and all approve. The meeting is adjourned at 8:15 pm