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

Present:

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

Meeting called to order at 6:07 p.m.

Privilege of the floor for the public- no attendees

**Minutes**

Bambi Avery moves to approve the minutes with a date correction in the header, Paul Streeter seconds and all vote in favor.

**Treasurer Report and Finance Committee**

The following financial reports for January1 to October 31 2024 are submitted and reviewed.

* Balance Sheet
* Profit & Loss
* Operating income
* Budget report with income and expenses
* Grants Report up to November 15

Paul Streeter points out that QuickBooks categories have been established for revenue from Cornell Pochily market change that are not reflected in operating funds but reflect market changes.

**The Director Report**

* Report is submitted for Board review. Director Pamel notes a 5% increase in Library use as compared to last year to date. Public computer usage has increased as well as digital download materials. Programs continue to be strong though fewer children’s programs can be accommodated because the school cannot provide transportation to the library after school.
* Jessica Thirionet, library aide has returned to work after her medical disability due to a knee surgery. Jessica Cute is out permanently. I am working with Bailey Place to determine her termination with her need for short term disability compensation. Her position will need to be replaced.
* Programs and grant cycles were discussed for future planning. It is noted that of all the member libraries, our library ranks third in the number of programs.

**8 Library Street**

The 8 Library Street report is submitted for review. It is noted that identified work requested by the Board has not progressed. Charlie Dardia recommends submitting a timeline to Dryden Realty for that work to be completed. Michael Lane has researched the request for the agreement with Dryden Fiber for the site, but feels that some of the language and parameters of the agreement need discussion before signing and will discuss with Dryden Fiber before access can be given.

**Operations Committee**

The Operations Committee met with the Library Director to discuss the Library Director search in light of Diane Pamel’s decision to retire in March 2025. The Operations Committee will meet in December to continue to clarify the position requirements and tasks and look for duties to delegate to the Senior Librarian and other staff.

Some discussion on the school ballot funding and timing for a request for additional funds follows. No decision is made at this time with a note that the process should start in January if it is to be pursued.

**Building and Grounds**

The Building & Grounds report is submitted. It includes the boiler replacement, tree services for the Arbor vita, CF Evans roof and gutter cleaning and inspection, and exterior lights.

**990 Form submitted**

The 990 form has been submitted. Paul Streeter notes that we have also received the depreciation schedule and information from the accountant. The board discusses the financial review process. Currently the Treasurer reviews all bill with the bookkeeper. The Board discusses including a financial review annually with the entire finance committee for bills, income and expense for the December 31 financial statements.

**2025 Budget**

The 2025 proposed budget is submitted. Clint Brooks moves to approve the budget as submitted, Randall Stewart seconds and all vote in favor.

Randall Stewart calls for an executive session at 8:10. Executive session ends at 8:20. In the executive session the board reappointed Diane Pamel as Library Director as of January 1, 2025 and approved a pay increase for Senior Librarian adjusted for the hourly rate for 35 hours and Library Director and authorized Holiday bonuses for active staff.

The board meeting ends at 8:20.