

Community Library of DeWitt & Jamesville April 15, 2021 Board Meeting

Present: Max Ruckdeschel, James Trevvett, Jaime Ashe, Melinda Dermody, Lisa Moore, Cathryn McVearry, Doug Arena, Jill Enright, Barbara MacDonald, Robin Young (joined 5:37)

Also Present: Charles Diede

Not Present: Anthony Marrone, Silvia Macor, Ben Kandel, Ping Cong

Meeting called to order: 5:32

Approval of March Meeting Minutes:

Melinda moved to approve and Lisa seconded. All present approved.

Treasurer's Report: Jaimee Ashe

February is available. March is pending the credit card reconciliation. We did get \$561 in fines. These are old outstanding fines from before shut down. \$1400 in donations. We are \$6000 under budget in book purchases. That has a big impact for budget to actual. Energy costs are higher. Delivery charges have increased. Year to date \$18000 in income.

Charles: We are getting increased charges for hoopla due to increased use. We are looking at the materials budget.

Director's Report: Charles Diede

Going through an insurance review. No issues with provider, it is just a good time to review to see if there are better options.

Wendy Scott Art Gallery. Proposing board designated funds to pay for the lettering \$340.

Lisa: Who is the vendor?

Charles: I believe the same vendor who did the other lettering.

Dedication ceremony will be determined.

Central New York libraries grant request made. Could get up to \$5000. Requesting it for Covid costs and it could be used for PPE costs or Hoopla.

Two employees had issues with unemployment fraud. The debit cards went to the employees. They are working with the state department of labor.

Art exhibit was well attended. Plus 900 attended virtual events in March.

Four staff attended library conference. Low cost.

Friends' Board is having an issue and they were down to four members and they are working with Charles. There were able to get five new board members.

We would like to get a security based grant. Missed the due date but will apply next year. It would enhance security if we could lock the inner doors and looking at using key fobs. We are also looking at reopening procedures. We are considering opening up some space and moving staff to original spaces. We have had 200 patrons in the space since reopening.

Max: Can you speak to adding evening hours?

Charles: We are looking at adding a Saturday slot and then maybe a weeknight slot.

Jill: Do you still have to quarantine materials for 7 days?

Charles: OCL moved to four days and we are using that time as well.

Jill: Are we able to schedule pick up times?

Charles: That is difficult as it would require new software. We are allowing people in if in-person slots aren't available.

Melinda: For the insurance shopping, is that building or people?

Charles: It is for the building, cyber, and it also covers me if I am traveling for the library.

Melinda: The board had talked about health insurance shopping.

Max: We did talk about that. Erin did not remember it changing in the five years she was here. I think it is something that if you (Charles) have time for, that would be a good thing to do. Does the one you are reviewing cover the board insurance?

Charles: I did speak to One Health – a broker. Steven Roladis. He seemed like a good guy.

Melinda: Regarding the insurance fraud, SU had that issue and is offering an identity theft issue. Nan has received notification from the Labor Board.

Doug: It has happened to other companies.

Melinda: Do friends of the library need to be residents of DeWitt like our board.

Charles: No.

Max: That is an opportunity to get people who are not resident but who use the library to get involved.

Max: I agree to using board designated funds for the lettering. I think we should solicit donations for the unveiling. Lettering is a facilities expenditure. I think it is a good use of board funds.

Charles: We have an artist booked for May and June.

Motion to use board designated funds of \$340 for the lettering.

Robin moved Lisa seconded. All present approved.

Charles: Outreach to Kiwanis and Rotary Club. Unfortunately the Kiwanis has “sunsetted”. The Rotary Club is booming. They asked Charles to be a member.

Lisa: The pancake event would be a great way to distribute information about the library.

Charles: East Syracuse Kiwanis is doing \$20 roses and the Rotary is doing a gift basket.

Service contracts. Several have been renewed with existing vendors. Wendy and Brian were unhappy with the 2019/2020 snow removal. We got a new vendor and were very happy with them. They proposed that we consider them for landscaping. What is the board stance on service contracts? Do we want to be part new contracts or do we just get informed?

Jaime: We have procedures on what costs can be approved and how many quotes we need.

Max: We got the majority of the contracts when were moved.

Doug: We reviewed them at the facilities committee and advised Wendy.

Doug: It did not go to the full board.

Jamie: Professional costs up to \$2500 is up to the executive committee. \$2500 and up needs board approval.

Max: It is well worth it to review the procurement policy. The Executive committee will review and come back to the board if we change to keep it the same.

President's Report: Max Ruckdeschel
Nothing new regarding refinancing.

Facilities: Doug Arena

No updates on the children's room. We would like to create the access door. Would like Charles to give the facilities committee an update on the security changes and the utility costs. I am very curious about those costs.

Charles: I have been looking at the costs from electric and gas.

Jaime: We talked about if it has anything to do with opening the library up to increase air flows.

Lisa: Have we changes any of the providers to alternates like winds? It is usually buried in the bill. Did a past board make a decision on sustainable energy?

Max and Doug: I don't think we did that. We do make our own energy.

Charles: I have been monitoring it and the solar panels are working the same

Max: We did up the number of air exchanges and that could be the issue but we will look at that.

Melinda: I did appreciate the board member training.

Katharyn will start planning a local orientation.

Lisa moved to adjourn and Melinda seconded.

Meeting adjourned at 6:20.

Minutes for this meeting will be approved at the May Meeting