

Community Library of DeWitt & Jamesville December 16, 2021 Board Meeting

Present: Max Ruckdeschel, Melinda Dermody, Barbara MacDonald, Jaime Ashe, James Trevvett, Robin Young, Doug Arena, Cathryn McVeary (arrived at 6PM)

Also Present: Charles Diede, Tia Wright, Taylor Arras

Not Present: Jill Enright, Silvia Macor. Anthony Marrone, Lisa Moore, Ping Cong

Pre-quorum discussion:

Reviewed Art policy

Introduce prospective board members.

Max gave an overview of our role and our service area. We have a 14 member board with 13 roles filled. We have been able to meet on Zoom but have never done a hybrid meeting. We are subject to the open meetings law. We will have three vacancies.

Director's Report – Charles

The initial audit looks good. The budget has been submitted. The board calendar is the third Thursday of the month except in March due to a conflict.

Art policy necessary as a number of artists who have shown as part of the art gallery have expressed a desire to donate to the library. We will have an art show by a number of artists. We are considering it to be an annual event.

Personal – Our new reference librarian is leaving to go to the Lafayette library as director. We are going to the number two candidate from that search. The library assistant got a librarian role at Paine library and a long term page is leaving for a full time role at Tecumseh.

Book sale has done well and \$5300 in fundraising.

Facilities: Ceiling leak in the children's area. The roof warranty. Roofer feels there is an issue with the window installation. Office door sticking. A/C unit was dripping and will cost \$1000 to fix. Will wait for the next fiscal year.

Operational statistic: Social Media numbers continue to grow.

Covid-19: We are not loosening our restrictions. We are still limiting the use of meetings room. The Jamesville Food Pantry received promised funding to create a community center at that site. We are hoping for a space there for the library. We have an outreach team that is looking at the project and make a proposal.

Update on the survey: We are halfway to getting statistical significance.

We will need to have a special strategic planning committee to analyze. It would be nice if we could have it by the annual report.

Send survey out to local Facebook groups.

Meeting called to order: 6:10

Approval of November 18, 2021 Minutes – Note – November Financials included in error. One slight change. Fund should be fundraising

James moved Robin seconded.

All present approved.

Vote on Board Meeting 2022 calendar

Melinda approved and Robin seconded

All present approved.

Vote on Art Policy

We have a small art collection and have been offered donations from artists that have exhibited. We want to add how to deaccession to include gifting or sale. The staff will evaluate the art.

Any other additional or questions?

Doug – What kind of space do you have for storage. Charles- not much. But we would like to consider rotating. Could use the offices to store. Since we are not a public body, there are no rules around disposal. We would have the board approve.

Approval of Art Policy:

Motion to Approve: Melinda. Seconded: James

All present approved.

Treasurer's Report – Jaime

- o November financials review:
 - o November income was \$28,943, compared to Nov budgeted income of \$1,590
 - o YTD Nov income was \$44,613, compared to YTD Nov budgeted income of \$1,793
 - o Additional mortgage refinancing closing costs of \$1,270 were charged and paid for by Board Designated- Building funds. Total costs in Oct and Nov were \$5,846, below the \$15,000 max approved by the Board in October to be charged to Board Designated.
 - o Due to the refinancing, the next mortgage principal payment is due in December. Interest only payments were made in October in the amount of \$10,934. No payment was made in November compared to budgeted principal and interest of \$20,480.
 - o Non budgeted revenues of \$697 in old fines and \$468 in book sales were collected
 - o Nov fundraising revenues were \$2,139, similar to 2020
 - o Nov postage and fundraising expenses are over budget for the month, but under budget YTD by \$670, as the Library kicked off its annual campaign.
 - o Oct energy bills were \$500 over budget, \$11,300 over budget YTD.
 - o OCPL system charge of \$1,956 in Nov related to a new shared magazine program. OCPL system charges are over budget YTD by \$3,100. An increase in 2021 was not budgeted for, and the new agreement with OCPL and the magazine sharing program were entered into after the 2021 budget process.

Barb: Was the energy increase related to provider costs or the air exchange? It is a combination of the two issues but we have adjusted.

2022 Budget:

Jaime: Kathryn and Charles prepared the budget. Jaime and Max reviewed the budget and met with Kathryn and Charles to discuss questions and changes. We analyzed a gradual increase in compensation in order to retain staff, be more competitive and absorb minimum wage required increases. The Library's mortgage has a covenant requirement that has been waived by the Bank for the past couple of years. This covenant was in effect after the initial close on the building. The grant revenues related to construction resulted in net income and the covenant was met the first year or two after

building completion. Since all grants and funding related to construction have been recognized, the Library has incurred GAAP losses. The bank has deferred compliance with the covenant due to refinancing in 2021. The mortgage financial covenant is effective for the year ending December 31, 2022. Additionally, rising energy costs required a \$10,000 increase in budget. These increases have caused significant effects on the budget. Therefore, the maximum increase under the levy limit of 3.7% is proposed. The 1.7% in excess of 2% is allowed as a carryover, as the Library had a 0% increase in levy in 2020.

Melinda: Does this mean that we don't have a tight budget.

Max: No we had to cut from materials to manage the covenant, wage increases and energy costs.

Jaime: A reduction of \$27,000 in library materials budget: \$21,000 from book budget. There are cuts in DVD materials, but we have not spent the full budget in 2021 as there haven't been enough DVD releases due to the pandemic.

Comparable area library budgets spend approximately 8% of total costs less occupancy costs on materials as a percentage of levy, compared to the proposed budget of at 11.4%. So we are on par.

Max: Unfortunately, I don't see it changing.

We have increased digital materials budget as usage has increased in this area. This is a budget increase of 16%.

Doug: Since we are going above the tax levy and the covenant requirements, are we expecting to request the maximum 2% each year going forward?

Jaime: Probably. With continual wage cost increases and the mortgage covenant requirement, it is likely the 2% will be necessary.

Doug: We need to consider a public information campaign to inform the public.

Max: Since we are not going over the tax cap, we can vote with the numbers in attendance tonight. Or we can wait.

Melinda: How do you feel about it Charles?

Charles: My initial version was the dream budget and then we cut. We need to look at grants for collections.

Motion to approve the budget for 2022.

Cathryn Moved to Approve and Doug seconded.

All present approved.

“Be it resolved that the Library has or will submit funding proposition to the Jamesville-DeWitt Central School District to be placed on the next school district ballot in aggregate sum of \$1,544,958 which is an increase of \$55,552 over the 2021 levy for the purpose of funding the library.”

Motion to approve the request to put a proposition to the JD school budget to list the increase of 3.7%

Motion to Approve: Robin, and seconded by James

All present approved.

IRS Form 5500 discussion

The Library has researched its insurance coverage for the plan and will need to purchase coverage.

The Pension Department has been contracted to assist with 2019 and 2020 year corrections.

2 quotes have been received for the 2021 plan TPA services. One more quote is needed.

A response has not been received from the IRS/DOL.

Committee Reports

Facilities – Doug

I am not sure if it is a window issue. I would like to take a look at it.

Motion to go into executive session. For the purposed of the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.

Melinda approved and Cathryn seconded.

Motion to exit executive section

Robin moved and James seconded.

Motion to adjourn

Cathryn Moved to adjourn and Melinda seconded

Meeting adjourned at 7:55.

Minutes for this meeting were approved at the January 20, 2022 Board Meeting.