

Community Library of DeWitt & Jamesville December 22, 2022 Board Minutes

Present: Melinda Dermody, Barbara MacDonald, Max Ruckdeschel, Jill Enright, Robin Young, Ping Cong, Meriel Stokoe, Tia Wright Cathryn McVearry

Also Present: Charles Diede

Not Present: Silvia Macor Katie Centolella, James Trevvett, , Lisa Moore Doug Arena,

Meeting called to order: 5:39

Motion to approve November minutes Max moved to approve, and Robin seconded

All present approved

Presidents Report – Melinda

Please consider staying on the board if you still have a term. Please consider serving as vice president or co-vice-president.

Treasurers Report – Tia

Met with Rochelle and verified that payroll and accounts payable was met. Now that they are being worked on there are a few things that are off as Rochelle didn't know to book them. Kathy ran the entire GL to see what wasn't posted after Katherine left. We are going to make sure the December 31 financials will be correct. We will work with the auditor as some of the entries are at their request. The bank statement reconcile but the money wasn't moved from the money market account to the board designated monthly. There is about \$20 a month in interest that accrued as a result. The over all amounts matched but it didn't hit the correct GL line.

Everyone is clear on how the GL lines hit.

Melinda: Are we going to be good going forward.

Tia: Operating cash and money market account are the same GL number. We have an accrued payable account and accrued payroll and we are concerned that this will be too difficult to monthly and should do it at the end of the year. Also the new tax levy was reported at the old amount. Our expenses like all of the insurance expense got booked to insurance. That should have been moved to prepaid expense and hit at 1/12 the cost each month.

Everything is recorded that should be recorded.

Rochelle was asking why we didn't apply for more grants. She said that you can apply for grants and can help with that.

Max – we have been getting grants – maybe they weren't listed correctly.

Tia – we have Rochelle and Kathy is a bookkeeper at 25 hours a month. I do have a concern about her QuickBooks ability. We are still not in the Cloud version. We have three licenses.

Charles – We cannot have a remote access to QuickBooks.

Executive Director: Charles

Approval of Strategic Plan

- Grow technology resources
- Grow printed resources
- Increase accessibility to the building
- Increase services to homebound population
- New services for unreached groups and grow for current user groups

Please refer to the Background for the Strategic Plan for more details.

Melinda – do you feel the proposed budget will enable us to meet the strategic plan. Charles – yes. The proposed budget was created and or adjusted to support the plan.

Motion to approve the Strategic Plan for 2023 to 2025.

Merial moved and Tia seconded. All present approved. The motion to approve the strategic plan was approved.

Approval of 2023 Budget

Our minimum wage people got an increase by 7.5% due to the mandated increase. Our professional staff was hired at lower rates than the final rate of long term employees that left for more senior roles or through relocation.

We raised our energy line in the budget. We have a surplus of \$11000 but we anticipate that is deferred maintenance. Oil issues and light sensors.

We have some large print book increases planned.

Motion to approve the 2023 budget. Max made the motion and Cathryn seconded.

All present approved.

The proposed 2023 budget is passed.

Resolution to present the Community Library of DeWitt and Jamesville 2023 Budget to the Jamesville-DeWitt Central School District School Board.

Motion to approve the resolution.

Robin moved to approve and Merial seconded.

All present approved.

Melinda – We need to vote to approve and override of the tax cap. The current proposed budget is within the tax cap. The override vote is a contingency.

Motion to authorize an override of the 2023 tax cap levy.

Max made the motion to approve and Cathryn seconded.

All present approved.

Approval of Board Meeting Schedule

We will continue with the third Thursday of the month. There were no conflicting holidays or school breaks.

Motion to approve the proposed dates.

Tia made the motion to approve and Jill seconded.

All present approved.

New Business: Create a policy for when a virtual meeting can be held in place of an in-person meeting.

Additional Executive Director Report:

The electric vehicle charger is still waiting on the Town of DeWitt. The Library construction aide grant will cover 75% of the cost.

Patron feedback: Positive feedback for having a reference librarian Color printing via Usherwood.

Old business:

Katherine and her health insurance issue. Tia did an analysis. Katharine actually owes us \$700. She also switched from employee only to employee and spouse. It started in May and was not paid for until June. She short paid by \$65 in June. We wrote to her and told her we would forgive the money.

By-Laws update:

This was a rewrite of the by-laws. Key highlights:

The Board can amend with a 2/3 vote.

Annual Meeting will move to January starting in 2024.

We defined changing the number of members on the board.

There will be five people on the executive committee. We are adding the Nominating Chair.

We changed Finance and Budget to Finance and Audit.

Motion to adjourn made by Merial and Robin seconded

Meeting adjourned at 7:05.

Minutes for this meeting will be approved at the January 2023 Meeting.