

## Community Library of DeWitt & Jamesville February 25, 2021 Board Meeting

Present:

Max Ruckdeschel, , Barbara MacDonald, Melinda Dermody, Doug Arena, Jaime Ashe, James Trevvett, Silvia Macor. Anthony Marrone, Robin Young, Cathryn McVeary. Ben Kandel

Ping Cong (joined at 5:59) Jill Enright (joined at 6:13)

Also Present: Charles Diede, Luke Conner, Kathryn Castle

Call to Order at 5:50

Welcome New Board Members

Election of Officers

The slate is the continuing from last year.

Any nominations from the floor. None

Motion to elect the returning Executive Committee.

Silvia Macor moved to approve and Lisa Moore seconded.

All present approved.

If you are interested in an executive position, please reach out to any Executive committee member. Committee Chairs will remain the same.

Approval of Minutes, January 2021

Motion to approve: Silvia Macor moved to approve and Melinda Dermody seconded.

All approved.

Treasurer's Report : Jaime Ashe

Looking at budget to actual for January - \$68 loss. Over budget by \$3000. Some of this is about timing due to when line items hit. Sometimes the Month fluctuates. For example, last January was a \$6000 loss.

Our levy is divided by 12 months. We had anticipated a 2% increase but then we did not ask for that. Salting and plowing was more than budgeted but this is being reviewed.

Fundraising \$26500. We will need to look at that.

Discussion of Budgetary issues

Director's Report

Charles introduced Kathryn Castle is our business meeting and Luke Conner is our Assistant Director

Ping joined at 5:59

Approval of Employee's Handbook for 2021

The updates were reviewed last month.

Motion to approve: Melinda Dermody moved to approve and James Trevvett seconded.

All Approved.

NYLA membership for Board members

The unit cost per library of \$150 is for all board member. Advantages are access to training. Would raise our dues to \$825. There is a proposed mandate that would require four hours of training for board members. NYLA training could be done to meet that mandate.

Any discussion?

Barb: Would this be able to take the place of our training?

Max: No, but it could reduce our training time and limit our training to CLD&J specific items.

Motion to approve: Silvia Macor moved to approve and Robin Young seconded.

All Approved.

Approval of Annual Report for CLD&J

Because this is distributed to the public, it is recommended that we approve it.

Max: We have had very nice annual reports to communicate with the members.

There is no reason not to approve the Annual report.

Doug: Is this a requirement?

Charles: The OCL is looking for their five year approval of their plan of service.

They are looking for everything to be approved.

Motion to approve: Melinda Dermody moved to approved Silvia Macor seconded.

All Approved.

Director's Report – Charles

Audit is ongoing. Katharine has been working with the auditors.

Open meeting requirement exception extended until past our next board meeting.

We can meet in person if we have to. As long as this meets the legal requirements, we will continue on Zoom.

Refinancing: We reviewed this with Community Bank. It would be a .6% reduction for five years. They would be adding an early payoff penalty. 5% - 1<sup>st</sup>, 4% 2<sup>nd</sup>, 3% 3<sup>rd</sup>, 2% 4<sup>th</sup> and 1% each year after that.

Max: What this would do is exchange our balloon payment to a variable rate after five years. It will be fully amortized. It would enable us to have a 20 year mortgage. They did not seem interested in a fixed rate.

Jill arrived 6:13.

The full details will be sent in the next day or so. Once we have that, it will be sent to the board. We are almost refinancing the whole thing even after paying it for five years. Right now the finance committee is Jaimee and Max. If anyone wants to join the finance committee and analyze, you may. We can have a maximum of seven at a meeting to discuss.

Anthony: Have you considered shopping to other banks?

Max: We are not locked in but Community Bank has been a good partner. Anthony noted that he would be willing to help as he has relationships with commercial bankers.

Doug: Is this considered a refinance with all the fees?

Max: We don't know yet. We need additional information. It sounded like they were willing to reduce our rate without getting rid of the balloon payment.

Ben: What is the current rate?

Max : 4.08% we are in the third year of a ten year mortgage with a balloon payment at the end.

Ben: Since the rates are low, should we shop.

Max: I don't see them being lower.

Doug: If we are seeing a refinance cost we might as well shop.

Max: The balloon payment is an uncertainty but we are limited by the tax levy. We want more long term certainty. We will have a quick zoom as a finance committee once we get the info.

Charles: We had a part time page resign to take a full time position. Position is already filled.

63 participants in tech appointments. Examples: Tax help, e-reader help. 32 virtual programs for children and families. 16000 items circulated in January for curbside pick up. A lot of work for the staff to support this.

### Annual Fund Drive

\$956 in January. We are at 60% of the total.

To promote the fundraiser: Solicitation pamphlet and donor forms with each patio pick up. Two facebook live appeals. One by Charles. The other by a five year old talked about why he gave his life savings to the library. Worked with Lisa Moore on fundraising ideas. Charles is not sure if we will get to the \$26000 in the next few weeks.

Lisa Moore: Hope to have a 100% board giving. Can we share the five year old giving facebook video to our own page. Paypal link in the chat.

### Browsing Appointments Proposal amendments

We are looking at the 14 day rolling average of covid cases. When it is 1%, we want to start the prosing appointments. The children's area will be closed. Due to the moisture issue.

There are twenty libraries doing tech appointments. There are five that are just open, but they are small. The plan is good and it aligns with what the county is

doing for their reopening plans. Will get a touch free hand sanitizer. Will move slowly into a general reopening.

Max: Our March meeting is only three weeks away. Are we comfortable waiting or do we give Charles permission to open if the number went down?

Charles: We would need to shift a few things around. But I think we could do it in 2-3 weeks.

Max: They there doesn't seem to be a need to approve tonight. Informally agree to the plan so that he can start working towards browsing appointments.

No other questions for Charles.

### Committee Reports

Facilities committee: Update on moisture Issue in the west façade – Doug

We need to get the problem fixed. We think we knew what is going on. James and Doug need to get into the room to review. We want to ensure that before we patch the sheet rock, we understand why the water was coming in. Erin had been working with a contractor. Only other topic was finalizing the signage for the Art area renaming in honor of Wendy.

If the new members want to join the facilities committee, contact Doug.

Doug: What is the landscaping trailer?

Charles: It is the snow removal equipment. They are brand new and this was the agreement.

Barb: Right now it isn't an issue but as we get busier, parking is a premium. Could they move the trailer to our grass area as we get busier?

Charles : We can talk to them about it. They are very responsive. They are bidding on the landscaping as well.

Jill: Are they locate on 173?

Charles: I don't know.

Motion to adjourn: Doug Arena moved to adjourn and Lisa Moore seconded

All approved.

Meeting ended at 6:43.

Minutes for this meeting will be approved at the March meeting.