

## Community Library of DeWitt & Jamesville January 21, 2021 Board Meeting

Present:

Max Ruckdeschel, Robin Young, Barbara MacDonald, Melinda Dermody, Doug Arena, Jaime Ashe, James Trevvett, Jill Enright, Silvia Macor

Lisa Moore Joined at 6:12

Also Present: Charles Diede

Not Present: Anthony Marrone, Ping Cong

Meeting called to order: 5:34

Approval of December 2020 minutes:

Robin moved to approve and Silvia seconded.

All present approved.

Treasurer's report:

Jaimee: \$5055 loss. Due to accrued vacation.

We are up \$112,000.

The vacation policy is that an employee can accrue and carry over 70 hours. Income is down \$23000. Local library aid is down. Fines are down. Grants from NYS is down 20%. Fundraising is down. Materials are up \$8700. Purchasing vs. budget. New reports will help management balance the budget.

We are over budget \$16000. We do need to consider that our portion of the railing cost was \$15000 and \$400 in legal fees.

Payroll under budget \$18000

\$29000 loss.

Max: Have we addressed the over and under in the 2021 budget?

Jaimee: We haven't looked at most lines. We have removed fines. But the fundraising is a concern.

Directors' Report: Charles

The open meeting requirements on face to face keeps getting extended. But it can be assumed to be extended.

Looking at refinancing. We are dealing with a new person at the bank. General opinion is it is not in their best interest to give us a better interest rate.

We need to redo the handbook for the new sick leave policy. We can approve tonight or it can wait until February's meeting.

Statistic highlight: 2019 was a record year. We are only down 40% in comparison. I am pleased that we are at the place considering how long we were completely closed. Our digital circulation is up 20%.

Our curbside is very busy. When covid restrictions are over, we want to keep curbside. Tech appointments are full.

Very proud of this group of people and they doing a great job. The wifi hot spot in different areas was not popular. We are going to have the wifi in the parking lot.

Fundraising. We were ahead of the curve but then it dropped off after Christmas. We did have some nice donations – a child's piggy bank and a woman that moved out of the area. We are thinking about new ideas. Video appeals.

Robin: How long will the fundraiser go on?

Charles: I think it is through the end of February.

Robin: Maybe get the little boy that donated to do a video.

Melinda: Lisa volunteered to help right?

Max: Yes – Charles should get in touch with Lisa.

Jill: Is there a specific goal we could set. Like a specific item we could promote?

Charles: I don't know if that is a selling point. Are we asking the right people?

Max: Wendy was doing most of the fundraising.

Jaimee: There was an analysis by zip code.

Barb: Check with Erin. I remember her talking about the analysis by zip code.

Doug: Ask the friends if they have a donor list.

Melinda: How are ideas shared? Are there ideas for another mailing or social media?

Charles: Maybe do a targeted mailer in the curbside collection bags.

Melinda: Maybe also mention that we eliminated the fines.

Doug did a walk through. Still have an issue with the wall. The other items were small and are either fixed or scheduled.

The Friends are down to four. They have asked for help in recruitment. Their terms are ending in a year.

Jill: I saw another library had an app where you could pick a time slot

Barb: Could you use google docs.

Melinda: LibCat but that is a fee.

Jill: sign up genius is used by the schools.

Charles: We used something similar for our meeting room schedule.

Committee Reports:

Facilities: The committee will be meeting next week. We will have a full report next month.

Lisa Moore joined at 6:12

Nominations:

We are considering adding two board members. There are two people interested. The only downside to adding two is the quorum goes up to eight.

We need 3/4s of our membership to approve going up to 14.

Doug: This would be a lost opportunity to have participation from the community. I think we should increase membership of the board.

Max: I even think if we move to fifteen that would be fine.

Melinda: I think it would be good to get multiple people up to speed at the same time.

Motion to increase the total number of the board to fourteen.

Melinda moved and Silvia seconded.

All approved.

Both of their names need to go with Robin's name (as she was running for a new full term)

Doug: Have you thought about the logistics for voting.

Max: We are looking at setting the ZOOM earlier. We are looking at a vote feature.

Doug: Use the polling feature in zoom.

Any other questions?

The January 21, 2021 meeting was adjourned at 6:20.

Minutes for this meeting will be approved at the February 2021 Board Meeting.