

## Community Library of DeWitt & Jamesville January 19, 2023 Board Meeting Minutes

Present: Melinda Dermody, Max Ruckdeschel, Barbara MacDonald, Ping Cong, Robin Young, James Trevvet, Lisa Moore, Cathryn McVeary, Tia Wright, Katie Centolella (arrived at 5:40 after the vote on the minutes) Muriel Stokoe (arrived at 6pm after the votes on minutes and by-law)

Also present: Dan Malay, Charles Diede

Not Present: Silvia Macor, Doug Arena, Jill Enright

Call to order at 5:37

Approval of Minutes from December  
Motion to approve made by Max and Robin seconded.  
All present approved but James who abstained

President report:

Board Membership expansion  
Mr. Malay and Mr. Lewendowski are potential members. The members would start a new term.

Katie arrived.

We have four people leaving at the end of this year. Ping is starting a new term. We are within our charter to increase to sixteen next year. We will have a motion tonight to increase the board to sixteen.

Motion to increase the number of board members to sixteen at the annual meeting. Motion made by Max and Lisa seconded.

All present voted to approve.

Bylaws revision vote  
Motion to add the proposed by-law revision on the Annual meeting agenda for approval.  
Motion made by Max and seconded by Katie.

All present approved.

Treasurer's report -Tia  
Rochelle is working on the audit items required.  
Molly has determined what can be written off based on matching debits and credits.  
We are contacting people that have outstanding checks to see if we can issue new checks.  
Nothing should have been booked against cash by the auditors. It was done because the auditors told us to do that.

We don't have final numbers for December because of adjusted bookings.

The income listed will be less because we need to add depreciation. We will have some additional grants that came in late but have to be added to December.

The insurance over budget does not appear to be accurate. We need to pull out current year as it was prepaid and needs to be rebooked monthly.

Energy is still going up. Janitorial is down as we have a new vendor. Accrued vacation is still being adjusted.

Would like to switch to gap basis accounting if it is allowed for not for profit.

Lisa - OHA uses gap basis. Does our auditor specialize in non-profits? Tia, I do not know.

Muriel arrived at (6pm)

Director's Report

Working on the 2022 Annual Report

The format remains the same but the photos are the same. We should have it before the next meeting.

Added some furniture to house the Wonderbook collection. We used the Sen. Mannion grant. We are adding more to programming budget. \$4000 to collections with \$1000 to the Memory collection.

All minimum wages went up again. No current vacancies. Tia chi on Sundays. Music performance by a brass ensemble. We are redoing our maker space. AARP tax assistance is coming up. Volunteer recruitment coming up this Sunday. 1-4. We were on channel 9 as part of the library feature.

Update on fundraising campaign

We have raised \$8736. Our goal is \$16000

\$5000 in deferred maintenance. One quote is approved. We are working on another.

Statistics gathering - basically everything circulated 3 times on average. Less walk ins but more checkouts. We have an automatic door counter

Patron feedback

Do we have vhs to dvd - yes we can even put it on a thumb drive? We will have color printing.

Publishing of notice regarding annual meeting. It will include the new members.

File room. Finance records pre 2000 can go. Old manuals

Plan for documents: Recycle, shred, retain, retain via digital

Destruction log will be generated

New business

Old business

Announcements

Adjournment motion to adjourn made by Tia and Lisa seconded

Meeting ended at 6:43.

These Minutes will be approved at the February 2023 Meeting.