

## Community Library of DeWitt & Jamesville June 17, 2021 Board Meeting

Present: Barbara MacDonald, Max Ruckdeschel, Jill Enright, Melinda Dermody, Cathryn McVeary, Doug Arena, Silvia Macor, Robin Young

Also Present: Charles Diede,

Not Present: Jaime Ashe, Anthony Marrone Ping Cong, Lisa Moore, James Trevvett

Meeting called to order: 6:00

Approval of May Meeting Minutes:

Doug moved to approve and Silvia seconded. All present approved.

Treasurer's Report: Jaimee Ashe – N/A

Director's Report: Charles Diede

The financials went out today. The new insurance person is waiting on the final copy of the audit.

Max: We have not done an RFQ for auditors in my time on the board. It is something that we should consider. There was a significant part of the mortgage that the auditors missed. We found it in our current mortgage terms when we were looking at the refinance terms.

In the last 2-3 weeks, our current insurer Utica National, there are dropping our cyber security clause and pandemic clause. We asked that the insurance company quoting make sure that that is part of their quote. Excellus is asking the state for 8-10% increase. We will find out in the fall, what the increase is. Our broker is looking to get comparative quotes.

Still requiring masks for patrons and temperature checks. The county is dropping the temperature checks. We would like to drop the temperature checks. The open

meeting requirement has been extended to 6/24 but it sounds like to will not extended after that. The Wendy Scott art gallery is displaying art. We are still pending an official renaming event.

We got \$2000 from resource grant.

Community assessment.

We have the quote from the Strategic planning assessment. Charles can do the work. Can we pull the data he supplied?

Community Assessment includes the board. Three years should be the length of the strategic plan.

Max: I think it would slow us down to bring Ron back. Erin contacted him when she was acting director to see if Ron was still around and if we should try to do it in 2020. He recommended that we wait until after things started opening up again.

Charles: I've been at so many libraries that were cash strapped and we needed to keep it in house.

Max: Why don't you take a look at Ron's information and see what his availability is since we want a strategic plan by the 2022 Annual Meeting. Have him do the staff part to ensure comfort.

This will go to committee first.

Personal wise: A long term employee (14 year) had to leave and was replaced by a part time page. Kathryn and Charles are looking at raises. Wage compression is an issue. We are below the professional salaries statewide. What can we do? We can do a 3% raise for everyone but the pages.

Max: We had budgeted a 2% raise. We lost a full time person with health benefits and replaced with two part time without benefits and we are replacing a full time person with a person who does not require health insurance.

Please look at our donor appreciation.

We are on the guide star profile.

Facilities: The moisture issue has been diagnosed. The windows were not installed correctly. We are in the process of getting the window remedied. It should be under \$1500 dollars. Minor plumbing issues and we have had things fixed.

Fob system is rolled out and all staff have it.

Starting the 24<sup>th</sup> we are moving to 50 people. We are pushing the current limit of 24 patron. Patio pick up is going down. Summer hours start at the end of the month. Story time bundles are also decreasing with people able to come in. Possible looking at stopping curbside pick up.

Maybe we can have a hybrid version were it is on demand. The meeting rooms and the children's activity room is still closed. How do we open the meeting rooms? We are looking at that and how can we safely move toys back into the children's library.

Resume notary service with a focus on the weekends.

Eliminate fines: How does the board feel about it?

Max: When do we decide something is lost?

It is not much more than 30 days. If someone has something that is considered lost, they cannot check out items until it is returned or paid for.

Melinda: Reserve item, technology, having a fine.

Charles: We don't have the same type of leverage as an academic library.

Max: Some places are still charging fines on three day items. Do we shorten the time to declare it lost?

Charles: The librarians are split between the idea of keeping it for certain things.

Silvia: Do the fines on the short term items get people to return things? I don't think they do.

Doug: It seems like it would be difficult to have a mix. It would be more clear cut for messaging.

Max: Maybe we keep it on the short term loans. Some of the libraries have also waved all their old fines.

Melinda: I think we should clear the fines.

Max: We should check if there is the difference between the late fee vs. replacement fees.

Proposal to eliminate late fees for all regular loan items This will start July 1<sup>st</sup>.  
Move to approve Robin, Silvia Seconded. All approved.

President's Report: Max Ruckdeschel

Commitment letter. The finance committee recommends we sign the commitment letter. They did reach out to other banks to see compare offers.

Key Bank & MBT had no interest. M&T did not think they could meet the Community Bank terms. The terms are 20 year variable with no balloon payment. Rate 3.5 for 5 years then set at 2.5 points above T-bill interest rate for the next five

years. While it is a variable rate, we would still need to refinance within the next 5-6 years due to the balloon payment. That variable rate is as good as we are going to get. If we want to look at it again in ten years we can. Debt service ratio that is currently in our mortgage. We are supposed to have more revenue than out debt. That means we need to have a surplus of about \$15000. The last two years we have had board designate funds to balance our budget. We cannot do that in the future. The bank has waved that requirement for our current mortgage due to Covid. They are going to wave it for 2021. In going through 2022 budget, we will need to plan for a \$15000 surplus. We could use that as a capital fund.

Doug: Should it drop as our principle goes down?

Max: It doesn't work that way due to the building depreciation. If we do that we will have \$300000 at the end of the 20 years.

Silvia: I was shocked that we had a mortgage.

Max: The lawyer reviewed and so did the insurer.

Motion to authorize the president to sign the commitment letter for renegotiation of terms with Community Bank.

Silvia moved and Cathryn seconded. All approved.

We need to consider replacing Ben who has resigned from the board. We may want to consider another lawyer.

Doug moved to adjourn and Robin seconded.

Meeting adjourned at 7:30.

Minutes for this meeting will be approved at the July Meeting.