

Community Library of DeWitt & Jamesville March 24, 2022 Board Meeting

Present:

Max Ruckdeschel, Barbara MacDonald, Melinda Dermody, Doug Arena, James Trevett, Silvia Macor, Jill Enright, Cathryn McVearry, Katie Centolella, Tia Wright

Also Present: Charles Diede

Not Present: Lisa Moore, Robin Young, Meriel Stokoe, Ping Cong

Call to Order at 5:38

Approval of Minutes, February 2022

Max pointed out that the motion to engage the pension department for revision to the plan document not to exceed \$150 should be corrected to say \$1500. The minutes had a typo.

Silvia moved to approve and Katie seconded.

All present approved.

President's Report:

The Board now has access to a shared drive. It will be a google drive with one log in and it would be board only. We can structure it by committee. This would be better than sending back and forth by emails. Tia: Was on a board that had a portal to upload. Change RSVP to meeting request. Send the meetings yearly.

Passed the committee lists.

Treasurer's Report: Tia still transitioning with Jaime. January financials are out, and the plan is for February and March out by the April meeting. We are expecting final audit on March 25th.

Charles: we are looking for new auditors. Cuomo, Winters and Schmidt are the current auditor. They are cheaper than companies that work with non-profit. Doug – is the time of year the issue? Tia: If we can move to end of year June 30th it would help.

Director's Report

New janitorial contract. Katie reviewed and we made some changes. Current contractor was informed. Credit Card upgrade to a card that gets points. Not designed for non-profits. Will need the signors to complete paperwork. We will (need Tia to be a signer).

Covid: Rates are high in Onondaga.

Returning to our small meeting room policies. We are not opening the Community Room because AARP are still using it. Will return to onsite programing. The children's events will be outside. The community room will be reserved for those times as a rain location. We are reducing capacity from fire code for events as additional Covid precautions.

Luke and wife had baby boy.

Partnering with St. Luke's Ukrainian Orthodox Church at Warners for a drive – see FaceBook for details. Fundraising reached \$12000 and stalled.

Cold zone in Children's area. Software and hardware people are involved. The strainers were clogged. It has been fixed. The server room A/C is fixed.

Walk in traffic is increasing. March Madness book sale is going well. The survey is completed and the data is ready for analysis.

Finalized the NY State report.

New Trustee orientation: The board of the Friends was invited as well. It will be a zoom meeting 5:30 to 6:30 This one hour will count toward the two hour training requirement.

Patron feedback:

This is a lovely library. The handicap spots are far from the library. Can the library receive physical tax forms. (No, the Federal government is phasing out paper copies). The Nottingham residents loved the book club. (There were about 20 people a month) Children's Zoom stories popular. Masks – some wish they were required, others are complaining that we are requesting masks.

Jill: Any follow up on the faded signs? We have it ordered and it will be replaced.

Committee Reports

Finance: N/A

Facilities: Doug: Charles covered the items in his report. Melinda: Doug said that Charles is a good steward of the building.

New Business:

New York Annual Report. It is a group effort to pull all the information together. Change to the version we reviewed. Regarding the budget votes: The total was listed instead of the increase and then the total.

Motion to approve the New York State Annual Report for 2021.

Silvia moved to approve and Max seconded.

All present approved.

Update on the fiduciary. One of the recommendations is to have a fidelity board to insure the fiduciaries. The cost increases as the more people you insure. Right now the whole board is responsible and it is more expensive. We reviewed reducing it to a smaller member group. We considered the Finance committee but the committee changes. The executive committee is elected and fixed. Also the by-laws allows for the board to assign certain responsibilities to the executive committee. The idea is in the long term to add this in to the by-laws. For now though, having this resolution would cover us until we can revise the by-laws.

Doug: Can we legally delegate the fiduciary responsibility to a small group? Katie: We can delegate it but we are still actually responsible. The plan should be updated to state that it is the executive committee. Tia: The plan is vague. Max: I think we should do it in the plan agreements. Katie: You can go further to limit it to specific positions. Did we follow up when we delegated to the Executive committee. The current plan lists the trustees of the plan as "The Library". Katie: We should have another meeting. Tia: Do we have the documents? Charles: We have 2019 and 2020.

James What is the change?

Max: We want to do a change mid-year to limit who can be eligible.

You have to be employed for a year. If you have less than \$5000 when you leave, you have to roll over your money. That sick time payouts are not included in the plan. Change to make joining the plan a set quarterly day after hire rather than the direct date. We decided to keep the current match and vesting schedule.

We do have Executive board insurance.

James: How will it be reported to the board?

It will be part of the finance committee and the reports. Doug as part of the by-law updates, we will have the scope cleared

As we change the plan.

Resolution - Retirement Plan Fiduciary Responsibility

WHEREAS, the Community Library of DeWitt & Jamesville offers a 403b retirement plan to be eligible employees; and

WHEREAS, the Board of Trustees of the library have fiduciary responsibility for the library and therefore the retirement plan as well; and

WHEREAS, Article 14 of the bylaws of the Community Library of DeWitt & Jamesville authorizes the board to delegate authority to the executive committee four officers, first, be it

RESOLVED, that the Board of Trustees hereby delegates fiduciary responsibility and decision-making authority to the executive committee in all matters relating to the library's retirement plan; and, be it further

RESOLVED, that the executive committee be charged with amending the retirement plan to limit plan fiduciary responsibility to only the executive committee members.

RESOLVED, that the Board of Trustees authorizes the library to bond and insure the individuals on the executive committee for this responsibility.

Motion to adopt the resolution of the Retirement Plan Fiduciary Responsibility.

Max moved to adopt the resolution and Cathryn seconded.

All present approved.

Adopted by the Community Library of DeWitt & Jamesville Board of Trustees this 24th day of March 2022 by the vote of all present

We will have another meeting with the pension department and the finance committee to ensure it is added to the plan.

Charles: The name of the plan needs to be changed.

Old Business:

Public survey and Strategic plan were addressed in the Director's report.

Name tags for library staff. Max did contact CLRC regarding sample policies. No response yet and will follow up. Max will put info on the portal for our review. We will use that info to create a sample policy.

Announcements: None

Period for Public Comment: None

Meeting adjourned at 6:45.

Minutes for this meeting will be approved at the April 2022 Board Meeting.