

Community Library of DeWitt & Jamesville May 21, 2021 Board Meeting

Present: Silvia Macor, Lisa Moore, Barbara MacDonald, Max Ruckdeschel, Jaime Ashe, Jill Enright, Robin Young, Melinda Dermody, Doug Arena (joined at 5:33 – after minutes approval), James Trevvett & Cathryn McVeary (joined at 5:34 – after minutes approval)

Also Present: Charles Diede, Katharine

Not Present:

Anthony Marrone, , Ben Kandel, Ping Cong

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Meeting called to order: 5:31

One change to minutes Steven Rodalis to Steve Wladis

Approval of April Meeting Minutes:

Jamie moved to approve and Robin seconded. All present approved.

Infor about next month:

Max spoke to Charles and we can meet in the community room. We can space ourselves socially distance

Silvia said she is happy with it.

Lisa – can we have a hybrid version?

Charles: We do have a hybrid option

Melinda: SU did come out with guidance based on vaccination. This is based on vaccinated people.

Max: I don't want to ask if we are vaccinated.

Melinda: I wasn't going to suggest we ask.

Max: If you have been vaccinated and feel comfortable attending in person, it is the honor system. If you want to zoom, please ask for a zoom.

Doug- are we allowed to have a hybrid version for voting.

Max: if the governor extends the open meeting law it will be ok.

Doug: does that mean people could be on zoom but not vote?

Max: no – board members cannot participate from a non-public place. We could have a zoom broadcast for the public. The town board is meeting in person but having a public zoom.

Treasurer's Report: Jaimee Ashe
March financials and Draft audit
March :

We are close to having the credit card issue resolved. \$973 income and a donation in memory of an individual and the last of the fundraising. Materials: spending is up but we are under budget.

Energy spending is up by almost \$1000 a month. This could be about the air returns.

Repairs \$475 for a wall

Expense line : use of the grant. Vacation payout for a person leaving the library

Budget: Ahead \$14000. Compared to last year ahead \$10000 but we have not gotten the OCPL fees yet.

Audit report:

Charles, Katharine, Jaimie, Max, Melinda and ?

Audit went smoothly. Clean opinion.

Balance sheet was pretty comparative. The four grant payments (restricted funds) have been received. Property depreciation. Long term assets BDA\$406,000

Suggest that we move to current asset section. It improves our liquidity.

Liability section: consistent. Accrued vacation. Capital campaign is now \$0
P&L on the accrual basis. Decrease in total revenues: Fines, and copiers. We lost revenue from that.

We did try to manage costs.

Non cash amortization. Difference in cash is \$33000. Net cash: operating activities was positive. \$214000 (\$125000 was from the Reisman foundation). Net increase of \$120000.

Interest was \$150,000 compared to principle of \$90000.

Page 10: Money market account will show the changes to board designated funds.

Restricted activity – no restricted investments at the end of the year.

Note 9 lists the current maturity.

Covid 19 impact note lists how we closed and how we stopped charging fines.

Ended year with a \$30000 loss. After the audited adjustments our loss was \$9150.

We had an overstatement of the vacation accrual.

With covid and all the changes, I am happy we were able to get by without a larger loss.

Max: I think the staff did a pretty good year keeping to budget especially since we were planning for \$40000 from the tax levy increase. We decided not to have the increase.

Melinda: Thank you Jamie for your work and explanation.

Silvia: Just wanted to say thank you

Motion to approve the audit:

Silvia moved to approve and it was seconded by Melinda. All approved

Communication letter:

Walk through of our internal controls. Look at what the staff is doing compared to controls. Management letter comments are not considered level for the board.

Information and use of management. This does not have to be shared.

Check signing policy: several checks over \$3000 that did not have a second signature. They found a group that did not. There was hesitancy to handle the paperwork due to covid. Jaime was not asked to sign. We are reviewing the checks and can see who signed.

Invoice approval:

Invoices approved after the checks were sent out. This is a quickbooks issue not a material issue. The invoices were approved but the date listed on the check made it look like it had not. Jaime was going back to the auditors on the invoice issue to get it removed.

Max: This was prior to the current director. We are reviewing our procedures to insure our fiduciary responsibility.

Director's Report: Charles Diede

Insurance review: He had a question. The only background check is for the executive director. We should consider doing background checks on at least the librarians that work with minors.

Max and Doug: this question has not come up before.

Max: I would defer to your expertise.

Silvia: Does the OCPL require background checks for librarians that work with minors?

Melinda: It would be interesting to see what other libraries do. I think it would be worth considering.

Fully vaccinated people don't have to wear masks or social distancing. What is the guidance? Management team met. Majority vote was to require masks. Would like the board to formally approve a mask policy.

Barb: How do we fall in relation to school due to the number of children that come into the building?

Jill: How are the other libraries doing.

Charles: OCLP board is keeping the mask mandate. Many libraries

Melinda: I am glad Barbara raised the point of children. We could be conservative now and adjust as things change.

Charles: We do need to look at the children. We have not had an issue yet.

Max: My only concern is if people get used to not wearing a mask and they are unhappy or resistant. I would like you to keep an eye on it and update us if there is an issue with dealing with the public.

Robin: A lot of people I've spoken with who are vaccinated are not comfortable removing masks.

Motion to require visitors to the library to wear a face coverings, covering nose and mouth regardless of vaccine status.

Silvia moved to approve and Lisa seconded

All approved.

Wendy Scott Art Gallery is ready! We will proceed with a ceremony to dedicate the art gallery. Waiting on news about the Covid 19 relief grant.

We are working on getting together for the strategic plan. Community needs assessments. Four assessments. Partners, Board, Staff and general public.

We do have an experienced staff member that is leaving to move out of state.

We have the training records for all.

48 virtual programs. 900 people attended.

Fundraising news/options

Friends' now have 11 members. They want a donation button on our website in their area. They are very energetic.

We are still trying to find the moisture issue.

Since we reopened without appointments, we have 100 people a day. We are open 40 in-person with an additional 8 hours of curbside. We broke our record of most items checked out since the pandemic. Curbside is declining, we will maintain for now.

We have a density counter on the webpage so that people can see how many people are there. We are planning on going to 24 people at a time on June 1st. We would like to open up the Vault.

Proposal to permanently eliminate late fines.

It would not impact the budget as it is not in this year's budget.

Fines represent 1% of the budget.

It actually discourages them from returning the books when the fines get too much.

It is a trend to do so (fine removal).

Two signatures required to sign checks over \$3000. Would like to keep three people authorized to sign.

Executive Director, two assistant directors and the treasurer.

It is a policy change so we need to approve as a board.

Motion to approve the executive director, two assistant directors and the treasurer as check signers.

Silvia moved to approve and Robin seconded. All approved

If we have any questions regarding fine elimination email Charles.

Max: It would probably be good to have a media blitz planned since we may approve at the end of June.

Max: I am concerned with evening hours. I know it takes more people but we should try to have more evening hours.

Jaimee: I received feedback from parents expecting the children's room to be open.

Charles: We do have new signage up on the door because of construction. I will talk to Nan about opening the vault. We would need to remove the materials and furniture from that area. June 1 was the reopen date but we can see if we can get it open earlier.

Melinda: What is the status of the repair.

Charles: We need to get a new person as the original contractor retired from that work. We are looking for a new contractor.

Max: I think not having that room open is an issue. I think we should authorize him to move forward since we cannot get three quotes.

Motion to approve waiving the procurement policy for this specific issue to get the west wall of the children's room resolved.

Max moved to approve and Robin seconded. All approved.

President's Report: Max Ruckdeschel

Refinancing: The bank is still working on it. The name change was an issue but we forwarded them the official charter change. It is with the lawyers. Hopefully we will get a formal commitment letter soon. The executive committee will evaluate it and we will get it over to the lawyers. If we are on a time line -we will call a special meeting if necessary.

Strategic planning: The community needs assessment is important but I think the board should have input into the questions.

If you have a specific interest – James is our chair. Please reach out if you want to join. Goal is plan done by end of 2021.

Silvia: Do you know if the budget passed?

Max: Yes:

1265 in favor. 422 against 75% approval.

Highest number of in-person voters this year.

Given the increase of mandated costs – there will be another minimum wage increase - we don't want to go to the well too often but we do have a supportive community.

Jamie moved to adjourn and Silvia seconded.

Meeting adjourned at 6:56

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