

Community Library of DeWitt & Jamesville May 19, 2022 Board Meeting

Present: Max Ruckdeschel, Melinda Dermody, Meriel Stokoe, Katie Centolella, Barbara MacDonald, Silvia Macor, Tia Wright, Lisa Moore, James Trevvett

Also Present: Charles Diede

Not Present: Jill Enright, Robin Young, Doug Arena, Ping Cong, Cathryn McVeary,

Call to Order at 5:38

Adjustment to April Minutes:

During the discussion regarding the 5500, the name should be Brett not Brad.

A part time librarian was made full time. Changed to "A part time paralibrarian was made full time."

Adjoin replaced with Adjourn.

Approval of Minutes, April 2022

Katie moved to approve, and Silvia seconded.

All present approved.

Guest introduction Friend's Board members:

Kay Keough (president)

Roxanne Kopecky

Christina Lotta

Sharon Alestalo

Kay: We just gave \$4400 to the Summer Reading program. The membership gave towards the gift as they have been constrained by Covid.

Roxanne: We would like to work together on fundraiser.

Melinda: Are you are full capacity?

Kay: Now we have seven members. We would love to get some young parents in since we support children's programing. We are low pressure, we meet once a month. We will be at Canal Day. We have some local authors that donated books to be raffled off.

President's Report:

We were able to present the library's accomplishments.

Charles: We were able to have talking points on the website to explain the levy ask. We put up a thank you.

Max: I think we did well when you compare the library budget to the school board budget. We did well showing the value of the library. Charles does a great job sharing information. It makes our constituents happy.

Treasurer's Report: Tia

For March (end of quarter) did not have all the adjustments added into it. We had net income of \$12000 for March. There were some extra purchases in books. We received \$700 in fines from the county system. We had extra purchases related to renewals periodicals for April. We had some insurance dividends in April.

Regarding the audit, we did have a few adjustments. We book the depreciation once a year so that is the hit. We also are still booking the total fine for the 5500. Total audit adjustments \$371,000.

Katie: So the fine has to be booked?

Tia: Yes as it is a contingent liability. Brett has filed the 2019 and 2020 5500. We can pay him as they are filed. We got the extension for filing the 2021 5500. It is due in July but Brett's policy is to always request a suggestion.

Katie: Is there a person that will make sure this happens every year? Tia: No. We have to decide if we want to retain Brett for 2022.

Was the 990 filed on time. Charles: An extension was filed for the 990. We should receive it any day and will post it to the website.

Melinda: We can have the financials added to the Google drive for board review.

Tia: April is waiting on confirmation that the audit adjustments are booked in April correctly.

Director's Report

Now that the audit is completed, we can get the 990 up for transparency. We have seen the Covid rates drop. Presenters asked about masks. Charles, if we see the rates continue to drop, it can be fine for the presenters to decide their mask policy. Job search for assistant director to replace Luke. We are very proud of him.

We have a couple of internal applicants and five from throughout the state. Erin will be on the hiring committee. We filed a page position that was open. We are looking to fill the library assistant position. Public relations was discussed previously.

Town of DeWitt fire inspection – Jim Steever. There is a long room that requires more fire extinguishers. Sign is missing as well for the hose hook up – need to find someone to mount it. Our landscaping blocks

access to the hose. Minor additional signage. They will need to have a fire drill. Magnetic door holders in a few places needed.

Statistics: 40% above last year for circulation. Foot traffic is about 180 per day. Social Media numbers continue to climb.

Artwork: They did discuss the religious aspect of the one. They understand if we approve or decline.

Name tag: Three people expressed concerns, but they said they would not put it in writing.

Joint program with Skã ·noñh - Great Law of Peace Center. Getting and Onondaga/English dictionary. We created a 3D printout of the library layout for the visual impaired.

Patron Feedback: We were asked to buy a specific streaming show. We were asked to bring back the yoga program. We will do it twice a month in the community room. Patron complaining that we are the only library that is requesting a mask. There is confusion regarding the fines. Certain items are still fined, as well as damage and replacement fees. Pleased with Foreign films section. Positive feedback regarding the Nottingham programming.

Tia: We should be consistent on the library policy regarding masks. Max: I would second Tia. The library policy is that we request not require masks in the library.

Melinda: Is there any follow up to the feedback? Could we consider a "You asked, we listened." promotion?

Tia did get the RFQ.

Cathryn: Luke is going to be our director.

Committee Reports

Facilities: Nothing from Facilities per James.

Finance: Katie we need the board to approve the line of credit. The Secretary needs to sign it.

Motion for the library to enter into an agreement for a \$50,000 line of credit with Community Bank.

Loan agreement, Ancillary agreement were reviewed by Katie. The paperwork will be signed by the secretary.

Lisa moved and Max seconded

All present approved.

New Business: N/A

Old Business: N/A

Name tags resolution:

**COMMUNITY LIBRARY OF DEWITT & JAMESVILLE**

**BOARD OF TRUSTEES**

**RESOLUTION – Employee and Volunteer Name Tags**

**WHEREAS**, the Community Library of DeWitt & Jamesville is a community library serving the residents of DeWitt, Jamesville, and the surrounding areas; and

**WHEREAS**, the vision statement of the library states “The Community Library of DeWitt & Jamesville will be an essential asset to the DeWitt and Jamesville communities and serve as a center of community life”; and

**WHEREAS**, the Board of Trustees believes that an open and friendly relationship between the library’s employees and volunteers and its patrons is imperative to meeting our vision; and

**WHEREAS**, the Board of Trustees believes that having names on the name tags of library employees and volunteers while interacting with the public will foster a sense of community and openness and improve the library experience of our patrons; first, be it

**RESOLVED**, that section 1205 Identification Badge of the employee handbook is hereby replaced with the following language

“Each employee or volunteer is issued an identification badge with their first name and position that must be worn during all working hours. An employee or volunteer is not allowed to work in patron areas without an I.D. badge. Employees and volunteers may request to have an alternate name or nickname on their badge at the discretion of the executive director.”;

and, be it further

**RESOLVED**, that the Board of Trustees directs the executive director of the library to procure new name tags for the library's employees and volunteers to comply with this policy.

Adopted by the Community Library of DeWitt & Jamesville Board of Trustees this 19<sup>th</sup> day of May, 2022 by a vote of nine members.

James moved and Meriel seconded

Art policy and donations:

Max: The house piece was overtly religious. After review, the prayer piece still had religious overtones. I appreciate the piece, but we need to have it reflect the community.

Melinda: The one felt exclusionary and the other felt it could be exclusionary. We should consider adding an inclusion policy.

Katie: After reading the minutes and hearing the conversation, I agree that we need to consider being inclusive in our permanent policy.

James: We will end up with a number of pieces. Do we have a decision policy? Max: A decision policy is part of the policy.

Melinda: We need to review the policy.

Max moves to decline acceptance. Silvia seconded. All present approved.

Announcements:

James: I passed out a flyer. I am on the Board of the Oneida Community Mansion House. There is a car show with tours of the grounds, cemetery, and the house. We were able to get a matching grant. I joined the board to help them understand managing a house 54 times bigger than the average American home.

Barb: The Memory Care Launch was great.

Period for Public Comment:

Meeting adjourned at 6:37

Motion to adjourn by Katie and James seconded.

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