

Community Library of DeWitt & Jamesville November 20, 2020 Board Meeting

Present: Max Ruckdeschel, Jill Enright, Barbara MacDonald, Jaime Ashe, Doug Arena, Lisa Moore, Melinda Dermody, Ping Cong

Robin Young and James Trevvett (arrived 5:36 – after minute approval)

Also Present: Erin Cassidy

Not Present: Silvia Macor Anthony Marrone

Meeting called to order: 5:34

Approval of Special Meeting Minutes:

Motion to Approve Melinda moved to approve and Lisa seconded.

All Approved

Appointment of New Executive Director.

Communicated with Charles Diede. He has accepted. He will give notice once we formally approve him. He will have a start date of December 7th 2020.

Background checks were good.

Motion to approve the appointment of Charles Diede as Executive Director of the Community Library of DeWitt and Jamesville starting December 7th 2020 per the

Motion to Approve: Jill and Robin Seconded

Max: Any discussion? None.

All approved.

Treasurer's report: Jaimee

Adjustments for September

September Loss and YTD loss. We are still within budget of \$2500

Still pending Aid and Fundraising

Lisa Moore: Are we impacted by the Shoppingtown clawback?

Max spoke to Robin's husband and the library never came up on the conversation about Shoppingtown.

Audit:

Significant delay due to Covid but it was not a result of library actions.

High level review. There were no significant adjustments. We got a clean opinion. 1.1 million in cash and cash equivalent. That is because the lag on receipt of the levy.

Value of the library - \$9 million reduced from \$9.3 – depreciation.

Riesman grant is restricted as it is for the building Board Designated restricted.

\$1.5 million in revenue vs \$1.7 million in 2018 but the difference is the insurance payment for the accident. The is \$218,000 decrease in net access.

We were within budget by \$1400. That is excellent by management.

Page 14 has additional information on the mortgage. The payment structure in particular.

Doug: Since this was late are we still going to be on a normal schedule next year?

Jaimee: That is the plan. Erin: that is my understanding that it was just related to the pandemic.

Motion to accept the report of he audit

James moved to accept and Doug seconded.

2021 Budget:

Erin reviewed the budget lines and memos

Fines, copier, printing and interest will be lower.

Friend's contribution may be lower. The grants program will be lower too.

Expenses – we are asking for an increase for digital

4390 – new digital and remote services

PPE costs.

Public computer licenses will be maintained.

Minimum wage increase for pages.

The next band of employee will have an increase.

New York State sick leave law. A sick leave line was added

Quarantine law doesn't affect the budget.

Jaimee and I felt that reducing the revenue line was appropriate to be conservative.

2% tax increase proposed. Since we did not use last year's cap we are not at 1.9999. We can go as high as 3.5%.

We should decide in December if we are fine free for 2021.

Proposal is to take the time to think about it and have Charles review it. It will be pushed to the December meeting.

Resolution to exceed the tax cap limit will be reviewed in December.

Directors' Report: Erin Cassidy

Drafted a library virtual meeting policy. I believe that providing space for meetings is part of their mission.

Process on circulating kits and board games.

There is a new page.

Patio pick up and personalized pick up continue.

Tech appointments working better. Seems weather dependent.

We continued virtual programs for October, Outdoor programming and Passive programming.

The Friends funded some additional programming

Fund drive mailing

Local contractor removed drywall to instigate a leak.

Any questions of the virtual meeting room? Separate account for community group use.

Barb – do we have the version with the closed caption option? Erin will check.

Doug – will this be able to allow for the hybrid meeting? Erin: We are working through that.

Motion to approve the Virtual Meeting Policy.

Lisa moved to approve and Barb seconded

All approved

Browsing appointments proposal.

Starting three groups of browsing appointments Monday through Friday. We would move some of our lesser used collections to accommodate. By appointment. It would coincide with the tech appointments. Advising people use the self check out.

Due to the service provision boundary, it will not start if there is a Yellow zone in any part of the county.

We would not eliminate patio pick up unless we could not operate the library. If DeWitt was put in an Orange or red zone we would revisit tech appointments

Is self check touchless? Erin. There is a timeout number we can set to monitor it. We wipe it between browsing sessions.

Max: Could you send a document for the Service Provision Boundary. It is an excellent idea. Since we cannot open this service anyway since sections of Onondaga are in Yellow, We can approve in December.

Erin: Should we start moving collections. We should wait.

Doug: It is also appropriate to wait until the new ED is in place.

Proposal for circulating kits and games. We would like to add them to patio pick up. It will be based on quarantine recommendations. Evaluate the longest quarantine time in the and only circulate items that are quarantined 7 days or less.

Loss issue would be when they are on the patio and when they are returned.

No loss prevention issues so far.

Max: There is no need for a resolution. It is fine to go forward.

Fund drive. \$26000 goal. \$7000 so far.

Committee Reports:

Facilities:

Doug: Erin has been chasing down some leaks in the children's room. We are hoping to get that resolved this year.

James: Can do a spray test.

Correspondence:

Friends have voted to temporary suspend in-person activity. While this decision was inevitable, it was due to two things virtual. Recruitment has been difficult.

Concerning because they are struggling to recruit. They have been able to fundraise but active members are having issues.

James motioned to adjourn and Lisa seconded

The meeting was adjourned at 6:38.

Minutes for this meeting will be approved at the December 17, 2020 Board Meeting.