

11/18/21

In attendance:

Max Ruckdeschel, Melinda Dermody, Ping Cong, Jaimee Ashe, Kathryn Castle, Charles, Silvia Macor, Robin Young, Doug Arena, Lisa Moore, Cathryn McVeary

- Call to order: 5:39
- Minutes, October 2021
- September Minutes: Robin moved and Silvia seconded
- Charles submitted proposed 2022 Holiday calendar..
- Motion to approve the holiday calendar for the days in which the library will be closed. Lisa approved and Silvia
- Motion to approve use of board designated funds in the amount of \$340 to pay for signage associated with naming our art gallery the Wendy Scott Gallery. Silvia moved and Lisa seconded.
- Motion to approve use of board designated funds to pay for one-time costs associated with refinancing the mortgage, add not to exceed \$15,000. Doug moved and Cathryn seconded.
- Membership: Max believes we have a treasurer lined up; Melinda has an interested candidate who will attend next meeting; we still need a third person, which would be a lawyer ideally.
- Treasurer's report
  - Board discussed the 2019 and 2020 IRS Form 5500 filings.
  - October financials review:
    - October income was \$9,036, compared to Oct budgeted loss of (2,917)
    - YTD Oct income was \$16,120, compared to YTD Oct budgeted income of \$203
    - Mortgage refinancing closing costs of \$4,576 were charged and paid for by Board Designated- Building funds.
    - Due to the refinancing, the next mortgage principal payment is due in December. Therefore, interest only payments were made in October in the amount of \$10,934.
    - Oct Library materials were under budget by \$8,275
    - Oct energy bills were \$900 over budget, \$11,300 over budget YTD.
    - Payroll was over budget in Oct by \$1,726 as there are 3 payrolls in October
    - Book sales have been great monthly, doing good job of holding materials/supplies costs.
    - Finance committee is still looking at the budget for next year. We'll look at it at the December meeting and hopefully approve at the January meeting.
- Director's Report
  - Taken steps to set up the annual audit;
  - Next audit may be time to RFP the audit as this hasn't been performed in a few years.
  - Had a staff person who filled two roles, they left, so are interviewing replacement.
  - NYLA, lots of attendance (10 people), 4 people presented. It worked great so they could keep the library open and people could participate. Staff provided brief reports about what they learned; got some good ideas.
  - Book sale is good, bringing in income
  - Annual funding has begun.
  - Print campaign went out
  - Charles wants us to take the survey tonight

- We're at a ¼ of responses are needed, so we're looking ok for the Board's strategic plan; it will be the 3 or 4 direction that we want to go with over the next 3 or 4 years. Hopefully vote on strategic plan by the February board meeting.
- EV recharger news; We are included in the grant application, so that's good news. Charles will get in touch with whomever he can work with – Max will help.
  - Another leak; door repair estimate coming in soon; drips coming in server room and the fan on floor works to get rid of it. quote for the air conditioner repair is \$2k which is a lot; Jaimee recommends servicing it this year.
  - Operations still going well; 165 people a day, well past the 2020 circ numbers, 35 children per program is great.
  - Covid update; Onondaga county is worse than the state; our patrons are still accepting things fine; FM library is having troubles, lots of push back against masks. Their board put a statement together and it's in today's paper.
  - Update friends of the library; have a new board member, after 4 left, are now up to 8; good ideas and good energy. The older members will stay on until they get replace.
  - Fundraising kickoff
- President's report
- Max will prepare a calendar for board approval next month.
  - The next two meetings are very important for attendance; budget and Charles' evaluation; updates on 5500 form; next meeting is Dec 16. And Jan 20.
- Personnel committee
- Jill will send the evaluation document to us soon, if we can complete before the end of December to finalize by the January meeting. Do as soon as we can. Max said that they've been working in concert with Charles on the instrument.
- Adjournment – Doug moved and Robin seconded, 6:36pm