

Community Library of DeWitt & Jamesville Board Meeting Minutes for October 19, 2023

Present: Melinda Dermody, Barbara MacDonald, James Trevvett, Teddy Lewandowski, Dan Malay, Katie CentolellaCathryn McVeary, (left at 6:54), Lisa Moore, Tia Wright arrived 5:46, Doug Arena arrived 5:54, Max Ruckdeschel arrived at 6:09

Not present: Ping Cong, Silvia Mancor, Robin Young, Jill Enright.

Call to order at 5:40

No minutes to approve for this meeting as the last two meetings didn't have quorum

Presidents Report

Melinday is stepping down and Katie will be taking over as president.

Director's report

2024 budget is in first draft and will be ready for review at the November board meeting with approval at December meeting

1.575 million received from the assessment money.

We are running 20-25 programs a week. Food based programs are popular.

We are going to be at Trunk or Treat. Last year was huge.

Trustee training video needs to be reviewed.

We are in the final stages of the fundraiser event planning for November 10th Books and Bids. The annual fundraising drive will be starting soon too.

Facilities:

There was a power outage on Sunday. It knocked out the HVAC system

The roof leak is back. There will be some roof testing to determine if it is the roof or the skylight.

The roofing installer is insisting that it is not from their roof as it is under warranty.

The neighbor to the south is getting run off from our property. Tobin did some landscaping work before the construction. The county doesn't feel it is from the road.

Operations programming, circulation strong we may exceed our circulation record.

The new time is just seeing post meeting chat that is getting close to the 8pm close time. Feedback has been good.

Example- patrons suggested more handicap parking.

How many tickets sold for the fundraiser? Charles doesn't know.

Finance report - Tia

We have the three audit quotes. Fust Charles, Grossman, Cuomo

I think that Cuomo has done a great job. Both Fust and Grossman have good reputation. JD schools and Fayetteville uses Grossman.

Katie - can you ask if they can lower or match another quote. Tia - accountants aren't supposed to know what other groups quoted.

Fust Charles - Lisa works with an employee who is on the Seward House board.

Melinda - Does the fact that Fayetteville works with Grossman make it better? Fust does libraries too so that is not significant.

Doug - do you think they will complete the audit on time? Tia - I don't know anything about their timeliness but they both have very good local reputations.

We should vote on this tonight.

We should just verify that Fust can fit us in for next year.

Do not tell Cuomo until we have signed an engagement letter.

Motion to accept Fust proposal. Charles will confirm that they can fit perform the audit on time if we supply the documents on time. We will ask about estimates costs for year two and three. Charles will send an engagement letter.

Lisa Moore moved and Cathryn McVeary seconded.

All in attendance approved

Financials - Tony at Tia's firm got an accountant's copy and is ready to up load with the corrections. We can approve through August.

The board designated fund has had the some operating expenses taken from it.

We can keep it a the amount that is the final in August. We can have the finance committte recommend the reserve amounts and present to the board at the December meeting.

Will review financial reports from 2017.

We should have a threshold for capitalization.

The P/L

There is a large landscaping bill in July. The mortgage was not captured in April but doubled in June. The expense listed as income in July was from the MOST.

The payroll person is in the hospital and we do not have a backup internally. We are not online with quick books to allow for an external person.

Charles can approve and run payroll. We can do paper checks.

Motion to approve the January through August 2023 financials January through August 2023.

Barbara MacDonald moved and Katie Centolella seconded.

All present approved.

Membership -Max

We don't need to replace all four or five. We also have a vacancy for Merial. But we weren't planning on replacing Merial for a the two year remaining of the term.

We need twelve of the 15 to vote reduce the number of members.

New Business: None

Old Business We ran an experiment during summer hours to adjust our opening and closing times. Motion to change the weekday operating hours to Monday through Thursday 9AM to 8PM and Friday 9AM to 5PM.

Katie Centolella moved and Lisa Moore

All present approved.

Motion to adjourn.

Tia Wright moved and Katie Centolella seconded.

Meeting adjourned at 7:16.

These minutes will be approved at the November 16, 2023 meeting.