

Community Library of DeWitt & Jamesville September 15, 2022 Board Notes

Present: Meriel Stokoe, Melinda Dermody, Barbara MacDonald, Katie Centolella, Tia Wright, Cathryn McVeary (arrived 5:55), Ping Cong (arrived 6:10)

Also Present: Charles Diede, Cassidy Miller, Sara Alfaro

Not Present: Max Ruckdeschel, Silvia Macor, Jill Enright, Robin Young, James Trevvett, Doug Arena

Not an official meeting as we did not have quorum. We started at 5:40

Introduction of new assistant directors.

Cassidy Miller and Sara Alfaro

Presidents Report. We would like to officially thank Charles for all the work he has done.

We will be switching next month's meeting from October 20th to October 27th.

Treasurers Report – Tia

We are pending financials. We aren't pending anything to my knowledge. Charles – we are pending the snow removal control. We will pay that after we get the tax levy. The company has agreed.

Rochelle is clearing up the issues. We have that one credit card invoice that we need to resolve. There is a whole process how we pay some of the outstanding checks. We don't want to make journal entries to resolve that. The bank statements are reconciled, and the bills are getting paid but we need the financials to verify.

Executive Director: Charles

We have hired a bookkeeper. Rochelle will stay on in current capacity while the bookkeeper gets up to speed.

IRS, SAS and government with the name change was sent in 2018. The change was never made with the IRS. UEI Unique Entity Identifier. We have the new UEI.

We have been shifting people around. Maggie started Monday. We have an administrative assistant. Karen Boland

Bookkeeper – Kathy Woods. Retired from running the Subway franchise near BJs. We had 21 applicants.

We needed a part time reference librarian. David is on nights. Cassidy is working every other weekend. David is willing to work on weekends if there is notice.

We had a 5th birthday party.

Melinda – Are we fully staffed? Charles - We are still hiring a Children's para librarian.

The staff development day was a success. The DeWitt Fire Department was out and did a safety seminar. The review was good.

Other libraries have asked about the memory care. The circulation numbers were good. Every piece in the collection averaged three check outs in four-month period. We have great publicity and will be on another tv show.

We are not where we were in 2019 but we are close. A quarter of a million items have been checked out. 40,000 people have been through the doors.

Some great programming is coming up – make sure to follow us on Facebook, Instagram and Twitter.

We used the new time tracking system. We did a deep dive of the time off policies and time off accruals. First payroll is September 26th.

Tia – you will need to check the first few payrolls to make sure it is correct. All that info is in ADP.

Patron feedback:

Three patrons requested color copies. We are considering. We should accept credit cards. Cassidy is looking into CC or cash apps. Fax services was requested. Charles doesn't want to do it. The reference team knows where the closest fax machine is located. There was a request regarding bus Service to the library.

Melinda – where did we leave it with background check?. Charles was going to find out how much it would be from the company that did him. ADP has it as well.

Do we want a full background check or just a risk assessment like children's clubs have?

What is the complexity of asking for existing employees? Katie – You need consent. The best would be to have a policy and the board approves it.

Facilities: There is a door issue and a minor plumbing issue. We do need a basic handy man.

Katie: Do we have policies about workers comp? If a handyman without worker's comp, it is a liability for us.

Syracuse Door worked on the doors previously.

Katie – Workers Comp and a GL are the best but at minimum WC.

Ping: What is the charge for copies. Charles - 15 cents a page. I don't want people to think we are too expensive. Setting the fees lower would be good for the community.

Charles – The public printers and copiers are not ours. The copier company are the price setters.

Sara – if there was a special community need, we would print it.

New Business – none

Old business: Tia I think with all the changes, we should hold off on the auditor contract. Charles will be working with the four people that have health insurance.

Insurance audit. Tia - It is probably to assess your rate based on payroll.

Motion to adjourn Merial and Cathryn seconded.

Meeting adjourned at 6:35.