

Community Library of DeWitt & Jamesville Board Meeting Minutes 21 December 2023

Present:

Melinda Dermody
Max Ruckdeschel
Tia Wright
Barbara MacDonald
Silvia Mancor,
James Trevvett
Teddy Lewandowski
Dan Malay
Katie Centolella
Doug Arena
Lisa moore,
Cathryn McCreavy

Not present:

Jill Enright,
Ping Cong
Robin Young

Also Present: Charles Diede

Meeting started at 5:37

President's Report:

I appreciated going to the holiday party.

Tia Wright introduced a potential board member.
from Jamesville.

Financials.

Board designated fund. The -7000 in cash wasn't true and has been resolved.

When we set it up it goes ungainly the unrestricted. No changes on the assests or liabilities.
Income statement for the year 11 of the 12 months for the tax levy has been recognized. The
last page is the total of what we budgeted for.

We didn't anticipate fines and we are generating revenue with color copies. We are under
budget for books. Charles - we did place some orders today.

\$12000 over budget on repairs.

Payroll - we were under budget by \$21000 because we were understaffed.

Some of the expenses will be capitalized.

Did we have any penalties to move between accounts? No as it is currently seen as one
account at the bank. We will once we set up the separate account.

We are migrating to the online version of quick books in February.
Katharine completed the training. The contract for Tony on.y goes to the end of the year.
Katie - what is his feedback? Is Katharine getting better. Tony said she still gets flustered?
Katie - are we going to set up automation with payroll? Maybe Tony could help with integration.
January finance committee meeting will be held.

Motion to approve October and November financials. Motion by Katie and Lisa seconded.

President's report

Board Meeting dates. The Third Thursday of the month did not have any conflicts.
Supervising the people that the Assistant director did and was doing annual reviews.
We have hired the replacement for the Assistant Director position.
Part time library assistant. We had 59 applicants.
30 people came to our Staff library party.
Mandatory training - Charles will resend the training link.
We exceeded our fundraising goal between our annual campaign and other fundraising effort.
We are getting more online donations.
No new facilities issues. We are still having an issue with the roof. We have a letter from Doug on Bell and Spina letterhead to Apple and
We are not going to break our foot traffic record. Our circulation looks like it will be a record. We do have more electronics materials. Online circulation is strong. Charles on vacation in Europe. Cassidy Miller will be in charge.
Patron feedback highlights
There aren't enough places to sit so you need a bigger library.
The glare makes it hard to read.
The automating calls for hold - the voice is mean.
Dan - How did things go with the neighbor complaining about the drainage. Both Doug and Max walked it and didn't see anything. We will review in the spring rains.

Motion to approve the 2024 board meeting dates. Max moved and Katie seconded.

All in attendance approved

Max -Nominating committee

We are trying to move to 3 terms starting every year. This should stop a large number of people leaving at one time. We have five members going off this year with three planned to start.

Motion to change the 2024 board member number from 16 to 14. This will also lower our quorum by one.

We have a vacancy with two years left on the term.

Resolution to declare Ping's seat abandoned.

Robin would like to retain her seat. She is getting better and is planning on returning in January.

Motion to set the 2024 board member number from 16 to 14. Max and Katie seconded.

All in attendance approved

Motion to remove Ping Cong from the board due to non-attendance. Max moved and Cathryn seconded

All in attendance approved.

Max - Thank you to Barb, Doug, Jill, James and Silvia for their service to the board.

Annual Budget

Reviewed the proposed budget.

Doug - this building has a number of repairs last year. Should we have only \$6000 in the budget for repair expenses.

The \$5000 door should be capitalized.

Doug - Has Doug Miller reached out from the town regarding the charging stations. Did the grant cover our portion of the project? Max - It is waiting on the spring. Charles - The grant will cover it.

Tia - I have the financials through today. We are at \$18000 in repairs this year. The increase in budgeted fundraising and donation expectation.

Dan - what is the rule of thumb for expected repairs.

James - the roof company says it is the wall. Do we plan to reduce materials to cover more expenses.

What are you thinking about in the donations and fundraising. We are working with a donation of \$10-20k. The silent auction was a great deal of work vs. the returns. You did have engagement but didn't make much money.

The column for 2023 is budgeted not actual.

Lisa - the large donation, is it an individual or a foundation. Foundation and it is unrestricted.

We should look at which foundations are offering operational or programming support.

We will delay the vote of the budget until the January meeting. The finance committee will meet with Charles before then to address the the concerns.

Motion to adjourn Cathryn Lisa seconded

All in attendance approved.

The meeting adjourned at 7:24.