

CFL Regular Board Meeting
November 18, 2020 - 7:00 p.m.
Minutes

Board Members

Present: Vivian Bosch, Diane Ames, Myron Walter, John Whittleton, John Hoeschele, Kathleen Hennessey, Kim Hay, Mike Anderson, Georgette Ogle, Mark Martin, Lauren Mossotti-Kline, Randi Storch, Liz Cole (new Trustee)
Excused: Bryan Riccardi

Others Present

Staff: Director Jen Graney, Lorri Moore (Business Mgr), Theresa Mekeel (Asst to the Director)
Guests: Dale Davis

1. Call to order: The meeting was called to order at 7:00 p.m. by President Bosch
2. New Trustee
 - a) Trustee Hennessey nominated Liz Cole to fill the open seat left by Sandro Mironti. Trustee Ames seconded. The term goes through Dec 2021. The Board unanimously approved the nomination by voice vote.
 - b) Board Trustees and staff present introduced themselves to new trustee, Liz Cole and guest, Dale Davis.
3. Meeting minutes:
 - a) Correction on items #6 (Committee Reports) and #8 (New Business) where "PPE" is used, should be "PPP"
 - b) Clarification on item #2 (2019 Audit) specify \$193,300 increase was Morgan Stanley cash
 - c) Trustee Hennessey moved to approve the regular October 2020 minutes with the noted changes; Seconded by Trustee Hoeschele. Motion carried.
4. Financial Statements:
 - a) Lorri informed the Board that due to the restructuring of the CFCU and MS loans, the two loans will be combined into one entry on the next statement of Financial Position
 - b) Corrections on the Profit & Loss Budget vs. Actual –YTD-Summary
 - Total CAPITAL Project Expenditures should be \$12395.29 as opposed to \$291485.29. This correction will change the Net Income. Lorri will send a corrected report.
 - A \$120 donation will be moved from DPIL to Unrestricted Donations
 - c) Trustee Hay moved to approve the financial statements for October 2020. Seconded by Trustee Whittleton. Motion carried.
5. Director's report
 - a) FLLS received \$38,000 from a CARES Act Grant for Pandemic Assistance. Each system library will receive some money to help reimburse costs of purchases related to the pandemic.
 - b) Staff will be moving toward an online time keeping system with PAYCO. This will increase payroll costs approximately \$15 per week and is expected to save 3-4 hrs / month in Lorri's and Theresa's time.
6. Committee reports

- a) For the extra work Lorri did while we were without a director, a letter of appreciation was put in her personnel file and she was given an Aldi's gift card.
- b) Building & Grounds
 - Although AirTemp disabled the supply line to the YS baseboard, it is still getting hot due to a single return line. Trustee Walter has contacted K&B Plumbing and Mark Baranello (original plumber) for drawings of the system in hopes of finding a valve turnoff solution.
 - The B&G committee recommends withholding \$30,000 from the final invoice until the sub-contractor issues (Art Gallery track lighting and YS baseboard heating) are resolved. No comments from the Board.
- c) Development/Grants/Marketing: CFL received \$35,000 from JM McDonald Foundation for YS A/C.

7. Old Business

a) New Records Retention Policy:

- i. It was noted that this does not provide specifics, but instead points to NY States LGS-1 (Retention and Disposition Schedule)
- ii. Trustee Hennessey moved to approve the new records retention policy as presented; Trustee Walter seconded. Motion carried.

8. New Business

a) Resignation: Maria Manning resigned from the Board effective Saturday, November 14 due to a schedule conflict with her new job. Maria joined the Board in January 2018 and has been secretary since 2019.

- Trustee Storch moved to accept Ms. Manning's resignation with regret. Trustee Hennessey seconded. Motion carried.
- Trustee Ames will send a note of appreciation.

b) Construction Grant Final Invoice

- Due to the receipt of J.M. McDonald grant funds, President Bosch moved to rescind the Board's 9/16/20 approval to take \$20,000 from Board Restricted endowment funds to pay for final construction invoice. Trustee Whittleton seconded. Motion carries.
 - i. Board restricted endowment funds will remain in the endowment as unspent funds which will be available for other future use.

c) BOCES NYSMEC Gas & Elec Agreement: Trustee Whittleton moved to renew our gas & electric agreement with BOCES NYSMEC for another three year period, adopting the resolution to participate. Trustee Hennessey seconded. Motion carried.

- New York Municipal Energy Consortium (NYSMEC) is a BOCES program that allows school districts to access favorable rates for purchasing energy services. The library is allowed to participate as well.
- Trustee Whittleton affirmed that the NYSMEC rates are very good.
- Lorri stated that CFL receives approx. \$1000 refund from NYSMEC at the end of each year.

d) 2021 Budget

- Kathleen explained the budget, including the following one-time or short-term solutions to the budget deficit:
 - i. Use of $\frac{1}{4}$ of surplus payroll funds (due to receipt of PPP) in the amount of \$11,418. Remaining surplus payroll funds will be similarly applied in years 2022 – 2024.

- ii. One time use of \$7623 from the endowment's Unexpended Prior Year Books & Materials Fund to offset Aimee Dorward's salary. The Finance Committee recommends this use because of Aimee's role in ordering, processing and cataloging the books is a necessary component of Books & Materials.
- iii. One time use of \$7942 – remaining from 2019 unspent payroll due to no director that year.
- Other discussion
 - i. Payroll is up because we stopped the cleaning service and added employee hours.
 - ii. Expenses are rising faster than income. A long term solution is needed. We need to figure out another source income.
 - iii. \$1000 a year will be saved from having one MS loan, instead of separate CFCU and MS loans
 - iv. After the combined CFCU/MS loan is paid off in 5 years, CFL will have an extra \$30,000 to be used in the budget
- Trustee Whittleton moved to approve the 2021 budget as presented. Trustee Hoeschele seconded. Motion carried.
- e) Updated Long Range Plan – Trustee Hoeschele presented the updated 2020 LRP.
 - Discussion
 - i. Correction on item A. Building and Grounds: change “Alleviate hot baseboard radiator problem in Youth Services” from D (done) to IP (in progress)
 - ii. Trustees would like time to compare the 2019 LRP to the 2020 LRP
 - iii. Trustee Hoeschele will send both years LRP's out for members review. There will be a vote in December to approve the 2020 LRP.
- f) Wreaths – Community member Brian Bosch would like to purchase seasonal wreaths for the six front windows of the library and wants to make sure the Board does not feel that would connote any religious affiliation on the library's part.
 - Consensus was that wreaths would look nice and would not make any religious connotations. Board members expressed thanks to Brian for doing this.
- g) President Bosch presented the Slate of Officers, Exec Committee and Trustees for 2021 which will be voted on at the Annual meeting in December.

9. The next Regular Board Meeting: December 16, 2020: 7:00 pm

The January mtg will be the 4th Wed of the month to allow Lorri to provide the final year-end financials.

10. Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Theresa Mekeel, Assistant to the Director

Executive Session convened at 8:16 p.m.

- a) Minutes of the October 21st executive session were approved on a motion by John Hoeschele, seconded by Lauren Mossotti Kline.
- b) A motion to give staff gift cards at the same levels as 2019 was made by Kim Hay, seconded by Kathleen Hennessey and passed.
- c) A motion to give the Director a 2% wage increase for 2021 was made by Randi Storch, seconded by Myron Walters and passed.

Executive session adjourned at 8:23 p.m.