

Fred & Harriett Taylor Memorial Library Board of Trustees Meeting

Tuesday, January 12, 2021

Present: President Roger Tompkins, Director Sally Murphy, Ruth Barry, Marsha Watson, Sam Pennise, Mike Page, Mary Jo Hanna, Doug Malone, Carrie Crane, Erin Kellogg, Linda Carl

Absent: Nancy Wightman

Meeting Called to Order: President Tompkins opened the meeting at 6:04 P.M via Zoom.

Minutes Approval: Trustee Pennise made, and Trustee Carl seconded, a motion to accept the December minutes. All were in favor. Let it be noted that Trustee Crane cannot move to approve meeting minutes while being the secretary.

Director Murphy's Report:

Director Murphy shared that she is excited to implement some ideas for this upcoming year to help increase circulation, but it would be best for when we are back up and running.

Director Murphy shared some upsetting news that \$100 has gone missing from Deb's drawer somewhere between December 5th and December 19th. Director Murphy filed a police report and has purchased a new cash box that has a combination lock and hooks to the desk for better security. She also recommended that we update our locks for our three exterior doors as there are many keys floating around from over the years.

Trustee Pennise motions to rekey the 3 entrance doors to the building, Trustee Watson seconded, all approved.

A new sick leave law will go into effect this year that will allow employees to roll over sick time and will be required to have at least 40 hours. Director Murphy will be attending a webinar on the 13th to get some more information to present at our next board meeting.

Treasurer Report:

Mr. Malone presented the December financial overview. The YTD 2020 revenue was \$178,408 which is unfavorable to the budget by \$11,277. This is mainly due to fundraising which struggled this past year due to Covid.

The YTD 2020 expenses were \$206,393 which is \$17,222 favorable to the budget. Again, much of this can be attributed to Covid as expenses decreased during the shutdown.

Overall our net income is \$5,591.03 favorable to the budget.

Looking ahead in 2021, Mr. Malone explained that \$18,000 will become income from loan forgiveness.

Mr. Malone discussed our restricted fund interest and recommended that we leave it in there as we have enough in the general fund.

Trustee Carl motions to leave the interest in the restricted fund, Trustee Hanna seconded, all approved.

The board presented Mr. Malone with a gift (large wood carved picture of Keuka Lake) to express our thanks for all of his years serving on the board.

Technology Report:

Trustee Pennise reported that everything is running as it should with no new developments.

Fundraising Report:

Trustee Crane reported that to date the Funding Appeal Letter has yielded \$10,410 from 107 donors. There were 330 letters mailed so this is a 32.4 % return rate. As Trustee Crane was verifying 2020's numbers, she found 3 donations that were dated for 2019 that were included in 2020's numbers. She adjusted this in her records and it shows that 2019 end of the year balance was \$11630. This is 125 donors out of the 344 that were mailed out which is a 36.3 % return.

Used Book Room Report:

Trustee Watson shared that the Ebay sales for December were \$383.75 and the Saturday sales were \$435.78, totaling \$819.53. The 2020 Year to Date is \$8,946.53 compared to 2019 at \$8926.00. The board was impressed with this as we were closed for 5 months!

Buildings & Grounds Report:

Trustee Pennise reported that everything is as it should be. Winter can be a bit slower and he is thinking ahead to Spring.

Memorials Report:

Trustee Carl reported that memials for December were \$163.99 and YTD \$7,579.13.

Old Business:

- *Long Range Plan*- President Tompkins will review this and discuss in future months.

New Business:

- *New Board Member Update:* Discussion centered around if we should fill the vacant position or wait a few months. Currently the board feels there is not an immediate need to fill the position and it does not hinder our ability to function as a board with the numbers we have. Once we get back to some sort of normality, we will discuss filling the position if we feel we need to.
- *To do list:* President Tompkins will be working with Directory Murphy to see what we need to do between January and April and will reach out to the appropriate people as needed. .

Next Meeting Date: February 19, at 6 PM.

Adjournment: Trustee Carl moved to adjourn, seconded by Trustee Hanna. All approved and the Chairman adjourned the meeting at 6:59 PM.

*Respectfully Submitted,
Carrie Crane*