PATTERSON LIBRARY

MINUTES OF THE BOARD OF TRUSTEES ANNUAL MEETING

MAY 13, 2021

**Present:** M. Hegna (director), J. Caruso (president), T. Bennett (treasurer), B. Kittle (vice-president), S. Scriven (secretary), M. Bivens, M. Rubin (attending via Zoom), S. Brown, L. Dunn, D. Hamann, P. Holt, J. Johnson, K. Richmond, S. Rudnicki, C. VandeVelde, T. Roets,

**Guests:** Amanda Holt, Elizabeth Golubski (CPA of Johnson, Mackowiak & Associates, LLP) attending via Zoom, Laura Dealy (CFA of Manning & Napier) attending via Zoom.

**Absent:** Patterson Society representative

Note: This meeting was held in person as well as via Zoom videoconferencing software. Public information about joining the meeting was shared on the library’s Facebook page and webpage.

J. Caruso thanked T. Vitale, M. Hegna and J. Hogenboom for helping us manage the library so well thus far through the Covid-19 pandemic. She also reported that Tim Arnold sends his best wishes at the end of his tenure as a trustee.

**AUDITOR REPORT:** See attached report. Elizabeth Golubski reported a clean audit. She noted that the 1st round PPP loan forgiveness application has been submitted, although there is no current response. The Covid-19 pandemic is responsible for decreased revenues. The second round PPP application has been submitted. All procedures and processes are in line and there are no problems. Going forward all invoices will be signed off by M. Hegna, marked as paid by J. Hogenboom, and reviewed by M. Hegna.

**STATE OF ENDOWMENT:** See attached report. Laura Dealy reported that there has been excellent performance and outstanding returns since the inception of our account. In addition, the performance of the first quarter of 2021 through April was excellent.

**JANUARY MINUTES:** There were no additions or corrections and the minutes were accepted for filing.

**TREASURERS REPORT:** See attached report. T. Bennett reported that the PPP has helped with finances this past year. Although revenues are somewhat behind one third of the way through the fiscal year, personnel costs are below budget. The endowment has increased during this period 22%. The report will be submitted for audit.

**COMMITTEE REPORTS:**

 **BUILDING AND GROUNDS COMMITTEE:**  S. Rudnick reported that the scaffolding frame in the portico area of the building has been removed and plywood applied to prevent further deterioration. We are awaiting options of replacing the plaster pieces or panels.

 **FINANCE COMMITTEE:** T. Bennett reported that a Zoom meeting was held with Manning and Napier to discuss the endowment policy. They advised that in light of our structure change regarding the previous corporators, that it would be best policy to re-approve our policies. The committee will review and bring the policies to our next meeting. Name changes with Charles Schwab will be processed with M. Hegna, J. Caruso, and T. Bennett.

 **FORWARD PLANNING COMMITTEE:**  P. Holt reported that the committee will meet on May 26, 2021.

 **FUNDRAISING COMMITTEE:** S. Brown reported that the book sale is planned for July 8, 9, and 10. Set up will be July 7. The sale will be in the building this year and no Books and Brew will be held. The Hands will assist with this event. The auction is planned for August 18. Eason Hall has been secured for that date. A discussion was held concerning possibilities of help for set up and tear down as well as possible Zoom possibilities.

 **PERSONNEL COMMITTEE:** M. Bivens reported that the committee is delighted with our new director Megan Hegna. She has fulfilled the position with leadership, skills and judgement above and beyond what we had hoped for during a very difficult time. The committee will review requirements of NY State’s new sick time policy and formulate wording for our employees’ handbook to make it compliant and fair to all of our employees. They will also investigate an employee sick days bank. A clarification of NYS Covid Paid Family Leave policy is planned.

 **NOMINATING COMMITTEE**: D. Hamann moved that T. Roets be installed in the vacant 5 year seat instead of the position that ends in 2022. The motion was seconded by L. Dunn and passed unanimously.

**LIBRARY DIRECTOR’S REPORT:** See attached report. Highlights include: Joan Brown thanks all involved for the celebration of her time at Patterson Library. Rebecca Snyder who graduated last month with an MLS will start June 1, 2021 in the circulation clerk position. The coordinator of youth services position is still open and will be a full time position. Our new maintenance technician, Scott Kessner is very polite and cheerful and is working out very well. The second round of PPP application has been submitted as well as the application for loan forgiveness from the first round. The web site continues to be a work in progress at pattersonlib.org. and previous sites will roll over to this site. Megan reviewed the status of construction projects regarding the NYS Construction Grant for 2020/2021. The boiler has been completed. Air conditioning is still in the discussion status. The scaffolding from the front of the building has been removed. Megan has set up a “givebutter.com” account so that patrons and others can donate money for the completion of the project with plaster or panels. RE Kelley INC will continue with repairs. Repointing of brickwork and waterproofing redirecting of water outside needs to be done first. The RFID door counter has not yet been completed. The wheelchair lift is completed. There are still three new reference computers needed. Megan highlighted appreciation for the recent donations which include “friends of Linda Dunn in honor of her birthday and all that she has done for the Patterson Library”, and Kathy Richmond for the donation of an “open sign for the front of the library”. Megan reviewed a survey that resulted in a 70% interest in adult summer reading and children needing socialization time. The Audubon Center will be bringing animals for the children’s summer program. Megan will be working with the Patterson Society directors with a goal of bringing in younger participants.

**UNFINISHED BUSINESS:**

 **WACS BUDGET UPDATE:**  Superintendent Cipolla informed us that the School Board has approved $11,000 annual support. He toured the library. If increased revenue is desired he stated that this will be voted on.

 **PATTERSON SOCIETY MAILING:** Megan suggested that we recycle the outdated Patterson Society mailings from December 2019. C. VandeVelde moved that we recycle the outdated mailings. This was seconded by D. Hamann and the motion was passed unanimously.

**NEW BUSINESS:**

 **Proposal for fines forgiveness:**

Megan encouraged the board to consider adopting a “no fine policy”. After a discussion of the benefits, K. Richmond moved to adopt the policy. This was seconded by L. Dunn and the motion was passed unanimously.

 **Board approval of newly acquired and offered gifts:** Chuck and Pauline Wright have donated a painting of Button’s Inn by William Alday. The gift was given with permission to archive or deaccession as needed. Tina Preston has offered to donate a china cabinet which matches the current cabinet housed in the hallway. It is gifted with no stipulations. John Macwhinnie has proposed a landscape piece to be placed in honor of his uncle Vincent J. LaFlamme. He stipulates permanent exhibition with a plaque. This has been tabled pending review of the gift policy.

**ADJOURN**: The meeting was adjourned by J. Caruso at 8:54pm.

Respectively submitted,

Susan Scriven, secretary