



## **Board of Trustees Meeting Minutes**

**August 20, 2024**

Attended by trustees Colin Hagadorn, Margaret Hartley, Ted Mirczak, Janice Waterhouse. Also in attendance: Library Manager Marion Allan and Library Clerk Claire Spivak. Absent: Trustee Josh Jacquard

Presiding: President Ted Mirczak

Mirczak called the meeting to order at 6:32 p.m. After the Pledge and noting attendance, Mirczak entertained a motion to adopt the agenda. Janice Waterhouse so moved; Colin Hagadorn seconded. Carried.

Waterhouse moved to accept the minutes of the July 17 board meeting. Hagadorn seconded. Carried.

### **President's report**

Mirczak said he received clarification from counsel on a surety bond for the library's treasurer, and suggested an amount of \$100,000. This would be part of the library's insurance policy. Mirczak said he and VP of Finance Hagadorn would look into bonding and report back to the board.

He noted that annual required trainings (2 hours a year) for trustees could be based on a calendar year or fiscal year, and suggested the requirement be based on the fiscal year to align it with board terms. Mirczak will keep records of all trustee trainings.

Mirczak is waiting for counsel to comment on the board's proposed social media policy.

### **VP of Finance report**

Colin Hagadorn shared expenses totaling \$15,482.71, with the major expenses being \$8,000 to Bryans & Gramuglia for an operational audit, and \$1,000 to DeLorenzo & Associates for accounting services. There were deposits of \$4,396.79, and the library's assets stand at \$306,116.30. The financial report is attached to this document.

Hagadorn noted that he found a new insurance company and suggested paying the year's fee, \$4,374.60, upfront to avoid finance charges. That would bring August bills to \$19,857.31.

The library's two CDs mature in October; Hagadorn will advise the board of rates for renewal at the September meeting.

Hartley moved to authorize payment of bills; Waterhouse seconded. Carried.

### **Secretary's report**

Hartley said that over the course of the fiscal year she will go through the policies on the website to look for any that need updating. In some cases, policy documents do not include information on voting or are not dated; in those cases the board might have to take a new vote to re-approve a policy.

### **Library Manager's report**

Marion Allan reported that the basement has been cleaned out, and that an electrician fixed the outlets upstairs and the lighting in her office. She has received six applications for a library assistant and will begin interviewing qualified candidates. The job title and description might need to be changed to open the field for applicants who hold associate degrees.

For July the library held 6 programs and had 67 in attendance. There were 716 patrons and 1,075 items circulated. Allan said the Historical Society will install an interactive DAR exhibit, The American Experience, for the month of September. She also reported that Mahoney-Notify suggested the library's alarm system should be upgraded and sent quotes for upgraded surveillance. Mirczak suggested we have Mahoney make a presentation about the options and prices.

### **Old business**

Discussion of maintenance bids was postponed until next month.

Since the library still has no purchasing card, it was suggested that Allan use the "petty cash" debit card for purchases (up to \$1,500) that can't be invoiced, and that the amount on the debit card be bumped up above \$250 when purchases are necessary.

Hagadorn reported that since the library's former insurance carrier, Utica, will no longer carry the library, he researched and found a local company, CDL Associates, for coverage. The company offered the library a better policy through Erie Associates, for less money.

Hagadorn further noted that any party that charges for a program at the library should be required to carry insurance. Allan noted that is already in place since, according to state law, programmers being paid for services need liability insurance.

Hagadorn also said that under the former policy, Hadley Luzerne Central School had a rider on the policy – basically insurance on our insurance – and that the district said they don't need to carry a rider. If for some reason a rider is needed, they can add that.

Hagadorn moved to accept an insurance policy from Erie, and to pay a year in full to save charges from paying in installments. Hartley seconded. Carried.

### **New Business**

**Audit report:** Robert Gramuglia from Bryan & Gramuglia presented the operational audit, officially an Operational and Internal Control Consult. The report looked at past financial practices of the library and suggested improvements. Gramuglia said he could see that many of the recommendations had already been implemented, including better documentation of expenditures. He suggested that monthly financial reports be attached to the minutes, and that the board ask the library's treasurer to provide

monthly journal entries, including general ledger reports, through QuickBooks. That would allow the VP for finance to better track approved bill payments.

Gramuglia also suggested the library create a fixed asset list including not only bank assets, but the building, equipment and furnishings – a list of all assets worth over \$5,000 or another amount set by the board. He also offered support for making or updating policies.

**Strategic Plan presentation:** Rosemary Gardner, chair of the Strategic Plan Committee, discussed highlights of the plan, which she had shared with trustees the week earlier. Mirczak praised the report and asked what the next steps are. Gardner said that after the plan is accepted by the board it will be sent to the Southern Adirondack Library System, which will in turn forward it to the state library system.

Hartley, also a member of the Strategic Plan Committee, noted two omissions in the report – detailed results from the first question of the survey, and one missing item in the list of constituents – and made a motion to accept the plan with those additions. Mirczak seconded. Gardner said she'd add the missing items to the plan and send an updated version to Allan, to send to SALS. A board vote to accept the plan carried.

#### **Public comment**

Pete Brady thanked the board for its work and for getting the library reopened. Chris Blakley also thanked the board. Rosemarie Gardner thanked Colin Hagadorn for taking over finances, and asked how funds would be added to the petty cash debit card should the manager need to make purchases.

#### **Executive session**

At 8 p.m. Mirczak moved to adjourn to executive session to discuss personnel and correspondence. Waterhouse seconded. Carried.

At 8:28 p.m. the board emerged from executive session. Hartley moved to adjourn; Mirczak seconded. Carried.

The next meeting will be Tuesday, Sept. 17, 2024.

Minutes prepared by Board Secretary Margaret Hartley