

Fairmount Community Library

Board of Trustees Meeting Minutes

April 21, 2021

Call To Order

- A meeting of the Fairmount Community Library Board of Trustees was held virtually via ZOOM and was called to order at 7:06 PM.
- Attendees included Gary Ferner (President), Mike Ranieri (Vice President), Rachel Gibson (Secretary), Mary Clifton (Treasurer), Alison Chamberlain (Board Member; at 7:27pm), Pete O'Mara (Board Member), Brenda Shea (Library Director), and Becky Ponza (Board Member).

Approval of Meeting Minutes

- March meeting minutes were approved unanimously (Mike moved, Peter seconded).

Period for Public Expression

- None, as the meeting was held virtually due to the library closure; however, the Board will resume in-person meetings in May 2021.
- Patrons were advised to email if they wanted to participate virtually in the meeting.

Treasurer's Report(s)

- Mary reported that library expenses are close to standard for this time of year; the March reconciliation and budget are on track.
- IRS 990 Form Update
 - Mary stated we are still waiting for a response to the late filing penalty letter.

Director's Report

- Brenda reported that several events were well-received, such as the virtual Twilight at the Zoo.
- Brenda will pursue recovery grants that reimburse COVID expenses.
- The library changed IT consultants and cleaning vendors after consensus with the Board.
- Brenda stated that outdoor storytimes will begin in May, and summer programs will also be held outside.
- The summer reading program will be coordinated with Maxwell, including joint newsletters to school-aged children and side-by-side tables at the farmer's market. Brenda is working on pursuing the sponsors for the summer reading program.
- As COVID continues to improve, Brenda reported that the library will no longer quarantine books or movies, and patrons are allowed in for express browsing. Also, the library's new air filtration system has been installed.
- After discussion, the Board agreed to Open Saturdays in May from 10-2; typically close July-Aug weekends, but stay open Saturdays 10-2.

Old Business

- Board of Trustees Committees
 - After completing the board of trustees training, the Board agreed to revisit committees based on strategic priorities in the future, and agreed to not have long-standing committees.
- Investigation Update

- The investigation update has been closed by the Camillus Police Department.
- Financial Audit
 - Mary is pursuing quotes from financial firms for an audit, and she hopes to have a quote from two firms for the next meeting.
 - The Board discussed a one-year audit vs. several years; a decision will be reached based on cost estimates.

New Business

- Claims Audit Process
 - During recent library board training, the trainer indicated a good practice of a claims audit prior to board meetings each month; Gary agreed to complete this claims audit prior to each meeting.
- 990 Form Completion
 - Lisa, the FCL Bookkeeper, will complete the 990 forms moving forward.
- Engineering Report: Long-Range Facility Planning
 - The Board discussed the possibility of having an engineering report of the building completed to assist with long-range facility planning. This could be completed by a building inspector for a similar end result; the Board will discuss this option at a future meeting.
- Capital Fund with Unspent Monies
 - The Board discussed creating a capital fund with any leftover money at the end of a year; these levy dollars cannot go into a high-interest fund. The Board will discuss these options in more detail at future meetings.
- Endowment Fund with Fundraising Monies
 - Fundraising money can be placed into a higher interest endowment fund for investing in the future. The Board will discuss these options in more detail at future meetings.

Any Other Business for the Board

- The Board went into executive session at 7:59 PM, and exited executive session at 8:14 PM.

Adjournment

- Meeting adjourned at 8:15 PM (Mike motioned, Ali seconded).
- The next meeting is scheduled for May 19, 2021 at 7 PM.