

Wadsworth Library Board of Trustees Meeting Minutes Thursday Sept 10, 2020

Board Present: Mike DaBramo, Tom Whitmore (remote), Carolyn Meisel (remote), Marcia Podhorecki, Julie Brocklehurst-Woods

Staff: Debby Emerson, Sarah Matthews, Marcia Koch

Guest: Mary Hartstein, Rochester Area Community Foundation

Call to order at 4:00 by President Mike DaBramo

Presentation by Mary Hartstein, Rochester Area Community Foundation

Mary provided 38 pages of information to Board members, including detailed answers to two questions submitted to her by Mike DaBramo prior to this meeting. The current balance in our endowment fund managed by them is \$1,138,379.36 (as of 7/31/2020). They also hold The Wadsworth Children's Library Building Fund with a balance of \$127,819.45. This smaller fund is not invested. The delay we experience in reporting of these funds is caused by the diversified nature of the investments. Some of their investment managers report to them 6 weeks after the month or quarter ends.

Adoption of the Agenda: motion by Tom, second by Marcia, passed

Calendar: Bullet aid will be requested. Debby is working on a grant from the Livingston Arts Council.

Approval of Consent Agenda to include:

Adopt the minutes of the regular meeting moved by Julie, second by Tom, passed

Treasurer's report: Marcia commented that the same 990 will be used again. Things look to be in order. We might be able to get a reduction on our Toshiba rental because this machine isn't being used. Debby will contact them.

Children's Librarian report; and

Director's report: Re-opening is going well. There is no place to linger, encouraging patrons to select books and move on.

Approval moved by Carolyn, second by Tom, passed

Reports

Financial reports and approval of bills (warrants):

Carolyn moved and Julie seconded a motion to pay a bill from Hewitt Young for \$36,714.80, which was submitted late. This was passed unanimously.

- a. Approval of pre-audit payments from 8/11 – 9/10/20 moved by Marcia, second by Carolyn, passed.
- b. Approval of regular payments: motion by Carolyn, second by Marcia, passed
- c. Receive financial reports: motion by Marcia, second by Tom, passed

Friends of Wadsworth Library will meet Sept 15. Mike will attend.

Old business

Construction Update

1. Second floor expansion is moving along steadily. Furniture and fixtures are on order. Some items will be delivered the week of Oct 12.

Expenses seem to be on target, probably will total \$1,500,000

Change orders are not excessive, we were able to work out some things with the contractors.

Fundraising progress: we will need to borrow from our endowment account the grant amounts we have not received, pledged donations not received, and funds we hope to still raise. Various amounts were discussed. Concerns were expressed about taking out more than immediately needed (concerns about losing investment income), and taking out too little (concerns about losing current value due to the COVID pandemic).

Motion: Take out \$125,000 from the endowment, and \$125,000 from the Children's Library Fund as soon as RACF can process this request. Motion by Tom, second by Carolyn. Approved unanimously.

Motion: Withdraw \$200,000 from our endowment in mid-November, in conjunction with our furniture delivery. Motion by Mike, second by Carolyn. Mike, Julie Marcia and Carolyn voted in favor, Tom was opposed. Motion passed.

Donor Wall in Children's Area: Julie presented the following:

Donor recognition

Public donor recognition for support of the 2019-2020 campaign for Wadsworth Children's Library will be provided in an artwork shaped like a tree. Donors over \$1000 will be recognized in this piece. All donors will be recognized in a post-campaign brochure. This artwork will be prominently displayed on the second floor of the library.

Donors will generally be recognized with one of a few sizes of acorns and leaves, with larger pieces used for larger donations. There might be two sizes of acorns and one leaf size. The Neureiter donation, our largest at this point, might be represented by the tree trunk. The objects or areas attached to each donation will be included on the donor's acorn or leaf. The objects will not be labeled, though entire areas of the library might be.

After some clarification discussion adoption was moved by Carolyn, second by Tom, passed.

2 Facilities: gardening: Meredith was paid by the library to reconstruct the stone wall in front, weed/mulch these beds plus the area where driveway meets public sidewalk, and trim shrubs.

3 Being open is going well, not too busy. We haven't come close to our capacity of 15 people. Interlibrary loan deliveries are delayed significantly.

4 Long Range Plan: the survey has been completed, 114 responses, summary has not yet been sent out.

5 York users (on hold)

New Business

Board terms/upcoming vacancies

Liz Argentieri was unanimously approved for filling the term of Geoff Clough, who is moving out of the area. This term will be completed in June 2021.

Current Board members are able to serve a maximum of three three-year terms, per the by-laws. We will need to review when current Board members will meet this limit.

Next meeting is October 8, 2020 at 4:00 p.m.

Move to Adjourn at 6:05 motion by Carolyn, second by Julie, passed.

Respectfully submitted,

Julie Brocklehurst-Woods