

Sullivan Free Library Board of Trustees Minutes November 16, 2021 Zoom Meeting

Present: Karen Fauls-Traynor, Library Director. Trustees: Amy Austin, Bill Connolly, Linda Ellstrom, Colleen Garofalo, Pamela Hobbs, Edie Pinegar, Bill Ryan, Tricia Sherwood, Natalie Stansbury, Judy Waite. **Absent:** Mary Capeling.

Call to Order: 7:04 P.M. by President William Connolly.

Reports

Communications: Thank You notes, one from Karen thanking us for her surprise party celebrating her 25 year anniversary as director of the Sullivan Free Library, another from Seneca Saving Bank thanking us for opening an account.

Secretary: September minutes accepted on a motion by J. Waite, 2nd A. Austin.

Treasurer: The school check arrived and I have deposited it among CBNA, Empower Federal Credit Union, and Seneca Savings Bank. We have another account with Summit Federal Credit Union. We will eventually receive \$180,000 as an Employee Retention Credit. Our accountant's report says we are in great shape. She has filed our 990 nonprofit tax form. Report accepted on a motion by E. Pinegar, 2nd B. Ryan.

Director: Under the new NYS Secure Choice Retirement Plan employers must give their employees the option of depositing up to 3% of their salary, before taxes, into an IRA that will be managed by entities chosen by the state and which will move with them if they changes jobs. Final details yet to be worked out but a great opportunity for employees and not too much extra work for us.

The Open Meeting Law has been changed to require us to make available/post on our website any document that will be discussed at a board meeting 24 hrs. before the meeting. I will get more clarification when meeting with MidYork directors.

The used book sale at CH is on! Target volunteers plus some others will move books and equipment up from the basement and set up on 11/22 & 23 so our sale can take place Sat. 11/27-Sun. 12/5. The sign up sheets are at the front desk.

The architects from Teitch-Kent-Fay met with me to update their plans and prices from 2017 for an elevator to the basement at CH. Two options: a dumbwaiter that would only hold book carts and a small people elevator.

Roof update: No more leaks...currently! Everyone involved recommends removing the old HVAC unit from the roof (Isaac estimate \$2900), then Josall roofers would have to repair the area (no estimate yet). Both companies would have to coordinate their efforts to get the work done and with winter approaching we may have to wait until spring. (On a motion by J. Waite, 2nd N. Stansbury, we authorize Karen to spend up to 5K without consulting with us for Isaac to remove the HVAC unit ASAP and for Josall Roofers to repair the space. Passed.)

Our insurer, Preferred Mutual, has denied our claim for the storm damage we suffered, saying we are not insured for water damage caused by rain water unless said damage occurred after the roof itself first sustained damage by the storm. Shawn Skeelee, our agent, will look for a reason to appeal. We do have coverage for drain backup. Nelson Smith, head of the Chittenango DPW, believes we have been connected to the sewer drains since the 1960s, which could have caused the backup and would allow us to collect \$10K in damages.

At this time we have no idea how much the damage, cleanup, and repair will cost us. If it is more than our budget can handle, we can go to our Reserve Account the USDA requires us to keep as a condition of our loan for situations such as this and we could pay it back monthly.

Other News: We are waiting for BR Johnson to tell us when they will be installing the new front doors. The BP Silent Auction made \$1400. We will send out the Annual Appeal letters by the beginning of December.

Committees

Personnel: None.

Public Relations: We participated Saturday night, Oct. 30 in the village business opened house to trick or treaters. We handed out children's books from the used book store. Our children's coordinator dressed as Minnie Mouse!

Finance: None.

Fundraising: Used Book Sale, Annual Appeal Letter.

Nominating: Tricia announced she will be leaving us at the end of her term in June as she is moving. We will miss her.

Old Business: None.

New Business: Natalie and Amy reported on information from their trustees training session. One suggestion to consider is to dedicate a place on our agenda for guests to speak. *TALKING POINTS:* Annual Appeal Letter, Book Sale.

Adjourned: 7:45 P.M. on a motion by A. Austin, 2nd C. Garofalo. Passed. December 21st meeting by zoom.

Respectfully,

_____, **Secretary**
Linda Ellstrom