

Watkins Glen Library Board of Trustees

Minutes

November 20, 2024

The Watkins Glen Public Library trustees meeting was convened via Zoom/in person at 4:17 PM on November, 2024. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Judi Richards, Aimee Dars Ellis, Zoom: Stacey Edwards.

Rebekah Carroll from Statements Accounting had to cancel today, we will try to set up a virtual meeting. She is away for part of December.

Amanda made a motion to accept the October meeting minutes. Aimee seconded. All were in favor.

Treasurer's report.

Kristin made a motion to accept the Treasurer's Report, Aimee seconded. All were in favor.

Director's Report (attached)

The library was closed to the public for painting from September 27 to October 14, the children's room and conference room remained closed until October 19. Reflected in stats. Cook Painting will finish second door tomorrow.

Open house was a success. \$1145 for restoring paintings fundraiser—most successful event. Be mindful when we hang paintings back up. Don't know anything about the painting of Mrs. Watkins. The James Hope painting is worth a lot of money—at one point it was thought that it might be a fake or it was accredited to another painter. Multiple spellings of names confuses things. Don't know how long it will be to get estimate back from restorers. They are examining and then will document the costs of restoration. Will be stored safely in Montour Falls vault until restored to its frame.

Spoke with Joan Argetsinger at the Open House. Many old and new friends were present.

Ordered three new computers through STLS. Patron computers were 10 years old, cataloguing computer was even worse. Kelly talked to STLS about laptops—issues with them being stolen. In last six months two hotspots and telehealth laptop stolen from Watkins Glen. We are checking IDs now.

Library of Things—new section dedicated. Formed LoT structure through Southern Tier Library System committee. Haven't catalogued things yet. Noise cancelling headphones—think stolen. Putting out photos and descriptions instead of the actual items.

Working on civil service job description for maintenance worker. Have someone interested in Maintenance position, exploring options to hire him until civil service job is established. Working on Public Comment policy. Emergency Response plan also drafted (action item from Strategic Planning).

Chapter book story hour is not well attended. Second highest poll response was for Saturday so may try switching time. NYLA will touch on next time.

STLS bed bug problem—bedbugs transferred in transit. Being more vigilant checking. Taking extra precautions. Buying popup tents to quarantine and disinfect. If bedbugs present supposed to quarantine for a year if don't heat treat. Ozone generator could be used to sanitize the book drop. STLS has created a report to allow multiple items coming from the same person to be identified in the event of a bedbug issue.

Concert tomorrow—6pm tomorrow. Storm coming in tomorrow which may impact the event.
Cookbook Club—Dec 17 we have a cookie exchange. Trying to get lots of people in. Had been a solid group coming but didn't like time so new group started up in Odessa in afternoon.

Construction updates

Have painters and movers bills. Verify and will have final project numbers. Submit to state and get the final 10% reimbursement. What did we hear from IMRRC about the rent? Nothing official. They are meeting next week.

Old/New business

Stacey expressed concern with continuing to serve on the board. Difficult to make it to the meetings. Might be able to change to Tuesday; Kristin is in court but ends early enough usually. Dec 10 next meeting. Try Tuesday at 4:30 and see if that works.

HVAC, lighting and paving--Stacey is working on request for proposal for engineering support.

Statements Accounting – Would manage our payroll. Big fee was monthly service fee—Kelly gave estimate of hours. Amanda said that she is missing page 2. Part of the proposal is getting things set up for July. Consultation fee between now and July. Kelly said that the proposal dates are running on calendar year—not our fiscal year. Kelly thinks we have to amend the bylaws because we don't have a Treasurer on our board. Think this move to hire financial person may save Kelly's time because she will have better accounting support.

Building Fund financial report was confusing. Need to follow up with CFS account manager Justin Faulkner about trade. Stacey will email Kelly et al and we will have Justin at a meeting if necessary.

Contact Brian Hildreth about bylaws and Treasurer report.

Electrical—discussion of LED upgrades from quotes provided by Ecker Electrical. Will roll into Construction Aid scope and try to move forward. Kelly will follow up with the electrician.

Aimee asked about Giving Tuesday. Have FOWL put posts up about Giving Tuesday or reposting about the paintings? Or donations for snacks? Or books? Kelly will reach out to the FOWL board. Amanda talked about Ithaca event where tabling for no profits—was very popular. Humane Society no benefit benefit—will send information to FOWL on that as well. Kelly newly elected to Board of Directors for the Chamber. Very favorable response to SPARK conference presentation.

No executive session.

Amanda made a motion to adjourn at 5:19pm, Kristin seconded. All were in favor.
Next meeting is Tuesday, December 10, 2024 at 4:30pm.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

December 10, 2024

The Watkins Glen Public Library trustees meeting was convened at 4:30 PM on November, 2024. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Judi Richards, Aimee Dars Ellis, Stacey Edwards.

Corrections for November minutes: FLX Gives was the source of funding for painting restoration. Typo: Building fund, et al. had an extra "l". The Ithaca event is called—the Alternative Gift Fair.

Kristin makes a motion to accept the minutes as amended. Aimee seconded. All were in favor.

Treasurer's report.

New computers and replacement chairs will be here next week. Existing chairs Kelly hopes to rehome.

Book budget looks down as we are experiencing shipping delays. We are not charged until we get the books and they have not all arrived.

Fuel and utilities are low.

\$1200 assigned to Alexandra Appel (Children's Aide) for programming—children to teen programming.

Capital expenditures have not been reflected this month.

The tax revenue needs to be corrected to remove Hector from the revenue.

Discussion of what we should plan to accrue for future repairs and maintenance.

Kristin made a motion to accept the Treasurer's Report with the understanding that by next month the Hector revenue (real property taxes) would be removed, Stacey seconded. All were in favor.

Director's Report (attached)

Good month. Digital audio was up.

Rebekah Carroll from Statements Accounting will attend meeting January 14th, Tuesday at 4:30pm.

Alexandra is going to take over the chapter book story hour on Saturdays. Was formerly on Friday but has not been well attended and Saturday was the second most popular response when polled as to best times.

Emailed draft versions of policies, will keep working on via email. Amanda has reviewed, Aimee had no substantive comments after Kristin and Stacey comments. School board public comments policy is on the website—see whether there is anything useful to be copied off of that policy.

Staff finished the gutters. Civil service new position was discussed. Hours per week—didn't see this in the position but this first step is to create the position. When it is advertised it is likely to include more details.

Kelly reported out on some of the learnings from the NYLA conference she attended. Sessions included the Trustee Handbook for Directors with lots of questions and answer opportunity. Also "I Dream of Data Program" was great—census bureau. How to pull data for grant writing, etc.

Conversation about converting statistics to excel format instead of including in the Word version of the Director's Report. Kelly has spreadsheet—she will send around and get feedback. Aimee is good with spreadsheets and can help. Goal is to have an excel file for the monthly meeting with a pdf for those who don't have excel. Will save time for Kelly pulling together the annual report and creating the Director's Report. Ask other Director's if they already have a spreadsheet that we might be able to just customize.

Multi year financial plan discussed that Kelly would like to strengthen that plan.

Ingram delays: used them since 2018. Three major library book suppliers. Ingram, Baker and Tayler and a third—Brodart. Ingram warehouse closed and southern warehouses affected by natural disasters and holiday shipping delay. Customer service issues. Met with someone from Brodart and decided to do a trial. Greater discount at Brodart (not everything is ordered through these services). Haven't had too many patron complaints with the delays. It is out of our control. Missing most of the November book order. Putting new books out as fast as they come in.

John Burton came in—Patty Sgrecci's mobile for the windows discussed. He will pick up whatever we won't hang. Three wall hangings outside conference room were from her. Very diverse collection.

Volunteer coordinator discussion. There were no set hours in the past, this was a stipend position. Not civil service. Judi asked if we needed a volunteer coordinator. Have 25-30 volunteers. Needed a volunteer coordinator before because evening hours were only staffed by volunteers. Will need due to desire to bring back Sunday and later evening hours. Easier for volunteer coordinator to handle that. When do we want to bring back the hours? Kelly will make a proposal for the board.

Volunteer party—should we try Saturday afternoon so no one has to drive at night? All agreed that sounded like a good idea.

Bylaw and fiscal year changes message from Brian Hildreth. Fiscal year change would be good in the long run. Do we start with changes needed due to the treasurer position. We will have to amend the bylaws to create a Treasurer position. Need both Treasurer (voting member of the trustee) and accountant/bookkeeper. Our bylaws are on the website. Kelly plans to follow up with Brian—best to have a conversation versus email. Seems like Treasurer on the board and bookkeeper is sufficient (paid Treasurer oversight of investments). Will ask if the bookkeeper can be the Treasurer. We should read our bylaws, the Treasurer portion of the handbook and consider amending our bylaws as needed. This should be an agenda item. Consider having Brian join us at the February meeting.

When things quiet down we can consider changing our fiscal year.

Attended STLS Annual Virtual workshop “Gather and Grow” DEI-focused. Aimee attended as well. Not sure if Stacy Yeater (FOWL) was able to attend—she is quite sick (Friend’s Group).

Draft budget will circulate in early January.

How can we promote the Spanish tutor—contact CCE, Farm Bureau, wineries, dairy farms.

Old Business

Need to touch base with Brian Hildreth to see what the 10% NYS reimbursement should be for the roof capital project. Should be able to close out the project.

Engineering RFP was discussed—Stacey will circulate another draft. Kelly to talk to Brian Hildreth about potential firms to send it to.

IMRRC Lease was approved today. There were two changes that were highlighted. Kristin made a motion to have the lease signed, Amanda seconded. All in favor.

Building Donation fund—email from Justin was forwarded. Is Justin on a commission basis? We want a traditional CD (non callable). Chemung Canal Trust Company has a 5 month CD which would give us time to make a better plan.

New business

Nothing. Put on agenda for next time—discussion about matching retirement accounts.

No executive session.

Amanda made a motion to adjourn at 6:33pm, Kristin seconded. All were in favor.

Next meeting is Tuesday, January 14, 2024 at 4:30pm.

Minutes submitted by Stacey Edwards, Secretary.

Watkins Glen Library Board of Trustees

Minutes

January 14, 2025

The Watkins Glen Public Library trustees meeting was convened at 4:30 PM on January 14, 2025. Present were Kelly Povero, Amanda Postma, Kristin Hazlitt, Judi Richards, Aimee Dars Ellis, Stacey Edwards. Rebekah Carroll from Statements Accounting, LLC was a virtual guest.

Kelly and Rebekah had met. Library looking for someone to take over bookkeeping, payroll, invoices. Rebekah offered background on her business: Started in 2020 when left chamber executive director position (at Chamber of Commerce for 11 years). Wanted to go into accounting and bookkeeping services. Tuned out that Covid was the perfect time to do this—allowed everyone to discover that these functions can be done by remote employees. Due to lots of referral, business has grown and they have moved offices twice. Staff of 6. Take care of 58 clients. Services runs the gamut--bookkeeping 1 hour a week to all the accounting for larger groups. Auditing, training treasurer's, contract CFO work, starting a non profit that will launch soon. Doing well bringing on new clients—have not advertised the business. Not sure want to grow more. Would set up Quickbooks and process for accounting, payroll, insurances. Would take care of bank request, etc. Can be as involved as need—can present at board meetings or just work with Treasurer. Hardest part is setting the system up. Nothing challenging. Met with Bruce from Chemung Canal. Can connect Quickbooks to CCTC. Brian Hildreth recommends that we open our own, non school account to achieve total separation from the school. Rebekah agrees that it may be easiest to have a clean break—keep balance in old account until everything clears. Fiscal year is July 1—can meet that target. Can we set up payroll for direct deposit? Yes. Kelly shared the Annual Financial Reporting (AFR) report. This has to be submitted 30-60 days after end of fiscal year. Rebekah thinks we should have a conversation with Brian Hildreth (STLS) before we set up QuickBooks. Makes her think we are set up like a municipality. Williamson LawBook is what they use with municipalities. Initial start up fee would be hourly based charge for consulting services. Once July 1 started it would be monthly fee of \$606/mo. Shouldn't change with AFR report. Doesn't include Quickbook software at \$69/month. Doesn't include payroll services. There is a per pay processing fee. Rebekah would submit it for us and update Quickbooks. Thinks \$40 bi weekly to third party payroll processor. Year end audit would be additional. Many firms that she can refer us to for the audit--Mengel Metzger Barr, Insero, Davidson and Buck. Kurt is much more affordable because overhead is low. Between \$4000 and \$12000. Worker comp audit and pay leave audit and 1099, think the \$9000/year is inclusive. And \$12,000 outside for audit.

What is cost to set up? Quickbook online, budget and payroll. 3 hours for Quickbook input. Maybe an hour per month until July. Rebekah would like to set up before July 1 so hit the ground running. Williamson Lawbook account could take longer.

Could Rebekah be the treasurer as well? Would need to ask the audit team if they are comfortable there. The board fiduciary responsibilities require oversight of Rebekah work. It might be in our best interest to have a board member as Treasurer per Rebekah but then we had a conversation about these terms--Treasurer versus Financial Officer. It seems like for other nonprofit boards the "Treasurer" is equivalent to Finance Officer as defined by Library Handbook and the Library Handbook Treasurer is similar to a book keeper. We need to send "Handbook for Library Trustees of New York State" to

Rebekah so that we are all using the same vocabulary. Rebekah asked when will we make a decision and how quickly can we meet with Brian Hildreth. Decision today and meet with Brian soon—he is pretty flexible. Rebekah had no more questions and left the meeting.

Discussion of bookkeeping proposal—Huge chunk out of our budget. Particularly the annual audit. Seems reasonable though. Kelly reached out to four people--didn't find anyone else. Rebekah came highly recommended, she is also in town. We can't rely on the school any longer—they have been very unresponsive. Their lack of service prevents us from carrying out our fiduciary responsibility. It will be a tight budget next year.

Aimee made a motion to approve accepting the proposed contract by Statements Accounting LLC (sent November 18, 2024). Kristin seconded the motion. All were in favor.

We will pay for a payroll service (like ADP workforce). Pay for software, \$40 biweekly to process, \$100 for checks. We would like to get away from mailing checks. These items are in the proposed budget.

Amanda made a motion to accept the December minutes, Kristin seconded. All were in favor.

Treasurer's report.

The tax revenue needs to be corrected to remove Hector from the revenue. There were multiple items that were wrong. Our approved final budget is on the website—the finance report does not match—Kelly has sent to corrections to the school and highlighted the issues in the emailed version to the Board. Kelly will meet with Diana tomorrow and will bring the corrections. Kelly has done the math and post corrections budget will match.

Stacey made a motion to accept the corrected Treasurer's report, Kristin seconded. All in favor.

Discussion of what we should plan to accrue for future repairs and maintenance. Stacey has suggested via email that we should underspend by \$60,000 this year. In her opinion, ideally we would grow the budget annually to keep at this same accrual until we have built the reserves back up. Per Brian Hildreth \$500,000 would not be unreasonable to keep as reserves. We need a capital fund policy to solidify this discussion.

Director's Report (attached)

Started plugging statistics into an excel sheet, will circulate for comments.

Rob Scott from Ingram came in when we said we were cancelling service. Kelly gave him two more months. Struck fear because Brodart is a smaller company. In 4-6 weeks he says the backorder problem will be addressed. He fixed three of the issues immediately when Kelly showed him the problems. Kelly thinks that the glue covered books and customer service issues are behind us. He showed some items that will help with workflow.

Purchased odorizer/ozone generator sanitizer. Other libraries are purchasing same thing. Afraid to plug both in due to power requirements. Need to run sanitizer for four hours. Will operate in an enclosed space away from staff. Eckerd is coming to check outlets and allow Kelly to dedicate certain outlets for the equipment.

New computer chairs and computers are upgraded.

Civil service—civil service said that we need to add more language. We had been using the wrong form (the form that was sent by civil service). Lorry Johnson said that it needs to be approved by the school board. Brian Hildreth disagreed—we do not need to go through the school for anything. Kelly asked her to reach out to Penn Yan Civil Service and understand what Penn Yan is doing as we are similar. On hold for now. Kelly will follow up with Angela Gonzalez at Penn Yan and Brian.

Talking to Brian Colunio, High School principal. He recommended reaching out to Kyle Percey (WGCSD) about financial adviser....school is using ThreePlusOne. Kelly has not reached out to them yet but thought it was worth looking into. Kelly will reach out and get information.

Too many newsletter subscribers for free MailChamp—great problem to have!

Youth service conference. Has a friend that lives nearby so this might be a good opportunity to attend conference. Use FOWL grant money for registration and wouldn't need a hotel.

Meeting with art conservator on Saturday. Will have estimate and information after that meeting.

Aimee asked that Kelly keeps a running list of the items that she is working on so we know that they didn't get forgotten.

Volunteer party next Saturday.

Feb 5 Kelly will be in Albany for advocacy day.

Old Business

Construction aid close out for the Roof Replacement project—we are close! Brian Hildreth and Kelly went through it together. Filled out budget in portal, Judi filled out form. In 4-6 weeks expect final check. Approximately \$21,000.

Engineering RFP was discussed—Stacey will circulate another draft—goal it to have draft complete this weekend. Kelly talked to Brian Hildreth about potential firms to send it to—list stands at Taitem, Hunt, LaBella, TetraTech. Halco is a design build firm.

Building Donation fund— transferred \$99,00 to school account from Building Donation Fund to invest. Maggie and Diana Crane are signers on that account. Bruce provided paperwork for Diana Crane to sign and Kelly will talk to Diana. We need to update the signature cards. We lost out on a couple of percentage points on the CD due to slow action. Judi will go and sign signature card at CCTC.

New business

NYS Retirement: Didn't look into yet, Kelly plugged in an estimate into the budget.

Budget vote timeline overview—sent to Bobbi Beckhorn (Hector Library) and Brian Hildreth. We will have a single budget vote. Stacey made a motion to set the vote on May 13, 2025. Kristin seconded. All were in favor.

Bobbi said that they don't plan to ask for an increase. Brian recommended that they do ask for an increase.

Kelly will send the last draft of last year's legal notice to Kristin. We will try to move this into plain language. Who is up for re-election? Aimee thinks she is filling Maggie Field's term which is up. Kelly will find out whose term is up.

Stacey asked if we would we consider adding a sixth board member. This is a good time to consider such items as the bylaws will need to be updated with the need to add Financial Officer.

Draft Budget FY2026—Kelly provided an introduction. 2.5% is COLA. Gifts and Donations—below budget. Rebekah and audit is driving expenditures.

No executive session.

Peggy Albee sent us a nice thank you note!

Stacey made a motion to adjourn at 6:19pm, Kristin seconded. All were in favor.

Next meeting is Tuesday, February 11, 2024 at 4:30pm.

Minutes submitted by Stacey Edwards, Secretary.