

# **WATKINS GLEN PUBLIC LIBRARY BOARD OF TRUSTEES**

## MEETING MINUTES

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Date: January 15, 2026  
Time: 4:35 PM

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### **IN ATTENDANCE**

Kelly Povero, Stacey Edwards, Aimee Dars Ellis, Kristin Hazlitt, Amanda Postma, and Judi Richards.

Guest: Rebekah Carroll, STATEMENTS Accounting LLC

### **EDUCATIONAL SESSION WITH REBEKAH CARROLL**

4:35-5:35 PM

Board had a Q&A with Rebekah about financial statements so that we understand how to read them better and so they can accurately reflect the library's position. In particular, we discussed

- how to account for multiyear projects, like our HVAC construction or grants that carry over and how to separate the different aspects of the project (engineering, contracting, and construction);
- how to deal with loaning ourselves money from savings to carry us until we receive property tax check from the school district (July – November)—We can put an invoice to the school or put the property taxes as deferred income which will keep the financial statements from having negative balances;
- the difference between reserves vs. board designated funds (reserves must be used for a particular project whereas board designated funds have some flexibility);
- how best to use the memo line on statements;
- how to track petty cash (does it require a signature of recipient—yes, that is best practice);
- that after we've used Quickbooks for a year, we'll be able to see year-over-year comparisons.

At the end of the session, we agreed on the following deliverables:

From Rebekah/STATEMENTS

- Will provide a detailed P&L per month
- Will provide more detailed insurance breakdown
- Will continue to provide balance sheet and P&L
- Will ask Kurt (auditor) how to account for multi-year project budget project on statements
- Will determine how prepaid Travelers invoice for D&L policy (EC Cooper) will appear on statement (since it was for more than one year)

Rebekah would like to be involved in budgeting process to review numbers and ensure we are recording things properly.

From library

- Kelly will check with EC Cooper to see how many years our paid D&L insurance premium covers
- Kelly will send year end (will contact school auditor) reports and grant spreadsheet so Rebekah can figure out year end balances
- We should be more granular in our budgeting process
- Maintenance fund – Board Designated Funds (reconciled every quarter): must have vote for use of funds
- Kelly will look into payroll insurances (our budget might have been too low – 6.6% budgeted, coming in a 9%)
- Kelly will send Rebekah information about what details we want in memo lines

## **CALL TO ORDER**

Meeting called to order at 5:38 PM.

## **APPROVAL OF MINUTES**

Kristin H. motioned to accept the January meeting minutes with two changes (Judi was present and ABA should be change to “Bar Association”). Stacey E. seconded. All in favor. Motion carried.

## **TREASURER’S REPORT**

- Our Southern Tier Library Association cost share will increase from \$15,000 to \$16,000.

Stacey E. motioned to approve the treasurer's report. Amanda P. seconded. All in favor. Motion carried.

## **DIRECTOR'S REPORT**

- Attached
- Kelly will be having back surgery and will be on extended leave.
- Judi R. plans to run for Trustee this May.
- We need to vote on the budget in March.

## **POLICY UPDATES**

### Financial Control Policy

Stacey E. motioned to approve. Kristin H. seconded. All in favor. Motion carried.

### Policy Subcommittee

The Policy Subcommittee (Kelly, Aimee E., and Kristin H.) met Monday, February 9, 2026 and reviewed the Confidentiality of Records, Library of Things, and Library Owned Device Policies to present to the board at the March meeting.

## **OLD BUSINESS**

### Construction Aid

- We discussed the implications of the Watkins Glen electric grid (which is aged and limited) and expected increased in electricity prices in light of the hybrid heat pump and the loads being added in the region. (At the same time, natural gas prices will likely increase as well.)
- Disadvantage of hybrid heat pump is that the system will be twice the cost of natural gas and we will not make up the cost in energy savings in the life of the equipment.
- Kelly believes we can make amendments to our construction aid grant after submission.
- Kelly talked with our state lawmakers and is optimistic they will nominate us for a Bullett Grant.
- Board members will think about this and share by the end of the weekend via email.

### Facility Walkthrough

- Postponed to March due to weather.
- We have forms from Amanda P. and Stacey E.

## **NEW BUSINESS**

### Fire Inspection

The school district has historically completed the fire inspection for us but has expressed that they no longer want this responsibility. We may need to investigate possible reasons for this and determine alternatives.

## **EXECUTIVE SESSION**

None

Amanda P. motioned to adjourn the meeting. Aimee E. seconded. All in favor. Motion carried.

Meeting adjourned at 6:59 PM.

Our next meeting is Tuesday, March 10, 2026 at 4:30 in the library conference room.

Minutes submitted by Aimee Dars Ellis, Secretary