

Canajoharie Library and Arkell Museum

Board of Trustees Meeting

October 14, 2020

Attending: Deborah Grimshaw, Sheryl Neal, Nathan Fenno, Phyllis Lapi, Debby Limoncelli, Roberta Rocas, Mark Davidson, Wally Hart and Sue Friedlander.

Absent: Charles Tallent, Dusty Putnam, Chris Duncan

In addition, Brad Adams, and Mary Ann Scheer from NBT Wealth Management were with us for a presentation in the beginning of the meeting.

Call to order: Deb Grimshaw called the meeting to order at 6:03pm

NBT Wealth Management presentation - Brad Adams and MaryAnn Scheer presented an update on the endowment. The board took no action following their presentation.

Meeting Minutes - The minutes of the September 9, 2020 meeting minutes were approved with corrections on a motion by Phyllis Lapi and Nathan Fenno. It was noted that the names of board members were misspelled and the motion to accept the minutes for August was made by Debby Limoncelli not Deb Grimshaw. The executive session was to discuss personnel issues. Corrected minutes were approved by all.

Financial Reports – The Financial Reports were reviewed and discussed and on a motion by Roberta Rocas and Phyllis Lapi, the reports were accepted by the board with all in favor.

Executive Directors Report:

Sue provided an update including information on the “Dream and Go” grant funding of \$500 from MVLS. Among other things it will help to encourage our patrons to visit us and then to participate in the museum pass program to visit other museums.

The Arkell Foundation quarterly funding arrived on 10/13/2020.

The Harvest Feast fundraiser campaign (since we are not having an event) is netting nice contributions so far and hopefully will surpass previous net fundraising efforts.

Sue has been asked to join a presentation by the FBI to recognize our efforts to return the Melcher “Winter” or the “Skaters” painting to the rightful owners. Sue expects this to be an opportunity to show we did the right thing for all involved.

Mary participated with the team at Schoharie Crossing to present on the Erie Canal; Sue was impressed with the talent in putting together the presentation by Schoharie Crossing.

A firm that specializes in water mitigation will be visiting the site in late October to look at the lower levels of the facility.

A firm that specializes in repairs and maintenance of skylights is expected to visit the building to assess our situation and see if they can be helpful in remedying the leaks.

Executive Session - Wally Hart and Phyllis Lapi made a motion to enter into executive session to discuss a personnel matter. The board approved the motion and entered into executive session

at 6:51pm. The board came out of executive session. A motion to exit executive session was made by Mark Davidson and Debby Limoncelli at 7:35pm. All members voted to come out of this session and it was noted no action was taken.

Finance -

Audit Review – The 2019 financial audit has been completed and it was reported that the audit was “clean” meaning that no findings of errors or areas in need of tightening controls were recommended. Sue commented that this is a testament to the operations and the staff compliance.

Investment Policies for the endowment still require review and approval by the board. The board will add this to the agenda for the November meeting. Acceptance of the Investment Policy was tabled on a motion by Roberta Rocas and Mark Davidson with all in attendance in favor.

Spending policy from endowment – we have a practice to limit our draw from the endowment to approximately 4% but we do not have a written approved policy. We have a goal for the investment endowment to grow rather than deplete when factoring distributions. It will be a recommendation that we have a policy in place to guide us.

The motion to accept the 2019 audited financials was made by Nathan Fenno and Roberta Rocas with all in attendance in favor.

Budget update - the finance committee met to review the projections for year-end financial projections for income and expenses. Expenses are less than projected for the year. Income is higher but does include the **Shineman Trust** funds which remain on the balance sheet for the operating budget at this time.

Personnel Committee:

The personnel committee will meet to review the job description for the Library Director and the Executive Director positions.

Sue believes the E/D Job Description is over ten years old and has not be updated to existing duties.

New Business:

Board of Trustees Membership -

Deb Grimshaw announced her intent to retire from the board on 12/31/2020.

This will open up a seat - and affect the rotation of the following:

2021 - Deb Grimshaw

Look at board packet for all detail

2022

2023

2024

Board development Committee - lead by Charles Tallent, Mark Davidson, Dusty Putman and Sheryl Neal will meet to develop nominees for trustee positions

Old Business -

Mission and Vision Statements - Dusty and Chris are working on revisions and suggestions and will be asked to present preliminary thoughts at the November meeting.

The meeting adjourned on a motion by Roberta Rocas and Debby Limoncelli at 8:08pm

The next meeting will take place on November 11, 2020 at 6:00pm.

Respectfully submitted,

Wally Hart
Secretary