

## **Canajoharie Library and Arkell Museum**

(legal name: Canajoharie Library & Art Gallery)

### **Meeting of the Board of Trustees**

**June 8, 2022**

Phyllis Lapi, Dusty Putnam, Alan Brust, Debby Limoncelli, Sheryl Neal, Nathan Fenno, Wally Hart, Chuck Tallent, and Sue Friedlander and Maria Cancro

Phyllis called the meeting to order at 6:04pm.

**Meeting Minutes** – The board approved the minutes of April 2022 meeting, noting no action was taken in May as there was not a quorum. On a motion by Sheryl Neal and Debby Limoncelli with all voting in favor.

**Financial reports** – Nathan presented the reports. Dusty asked for previous year-to-date income and expense and year-end income and expenses to be able to compare current results versus prior year results. Dusty noted a deficit of \$69k in operating results for 2022 and asked how this will be met. Sue noted a number of items deal with timing of income and when contributions to the operating budget arrive. We will review following the June results. The reports were approved by the members on a motion by Nathan Fenno and Chuck Tallent.

**Long Range Plan** – the plan as proposed and presented was approved on a motion by Chuck Tallent and Alan Brust with all members in favor. The plan will immediately be put in place and adjustments and amendments will be brought forth as goals and tasks are achieved or changed. The long range planning committee will meet as needed to address the plan

**Circulation policy** – Maria presented an updated circulation policy with amendments that bring the policy in line with operations and data collection as needed using the Polaris system. On a motion by Wally Hart and seconded by Chuck Tallent with all in favor.

**Building and Grounds** – a proposal to repair the roof from Ethan Buck in the amount of \$3,200. Alan recommended the expense and made a motion to proceed with the repair. We will also ask Ethan to find a source for like-size slates to have on hand for future repairs. A twice yearly inspection of the facility, specifically the roof in spring and fall as well as a monthly walk-around of the property to find any issues as soon as possible.

We received a several quotes to paint the eaves and other areas of wood framework throughout the building. Alan will review and recommend after further discussion with the contractors. Current quotes are between \$18,000 and \$24,000. Quotes include painting and repairs as necessary.

**Board Development Committee** – Dusty shared that Mark led the committee through a discussion of potential members and they are developing an interview document and process to review those that have expressed interest in serving on the board or on committees.

Corporation 990 was completed and submitted to the IRS.

**Corporation Credit Card** has a \$5,000 limit. The card is used for certain purchases, books, media buys, and due to timing sometimes maximizes the limit. The request was made to increase the limit to \$7,500

to alleviate any over-limit situations. On a motion by Nathan Fenno and Alan Brust the board approved the increase in the card limit.

The July meeting will be on the 13<sup>th</sup>.

The motion to adjourn the meeting was made by Debby Limoncelli at 6:48pm

Respectfully submitted,

Wally Hart, Secretary