

**Canajoharie Library and Arkell Museum
Board of Trustees Meeting
November 11, 2021**

Attending: Nathan Fenno, Chris Duncan, Sheryl Neal, Dusty Putnam, Mark Davidson Deborah Grimshaw, Phyllis Lapi, Wally Hart, and Sue Friedlander. Unable to attend were Roberta Rocas, Debby Limoncelli and Chuck Tallent.

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

Meeting Minutes - The minutes from October were reviewed and approved on a motion by Sheryl Neal and Nathan Fenno with all in favor except Chris Duncan who abstained.

Financial Reports - the financial reports were presented and on a motion by Dusty Putnam and Phyllis Lapi, the board accepted the reports.

No update on the use of the PPP Federal Loan Fund so the funds have not been allocated to our operating funds/budget. Awaiting federal guidance and clearance from our lender on what documentation is necessary to properly use the funds.

Nathan observed that the P & L statements and the Excel spreadsheets are challenging to compare. It was noted that expense totals were reported equally on both. Sue and Jason are working to improve the reporting while still tracking all of the information, especially in the excel spread sheets. Nathan offered to assist with discussing how best to develop one single report and will seek input from our auditors who may be helpful.

Executive Director's Report - Sue let all of the members know that the return of the painting "The Skaters" went well with the FBI and that we had only positive press for our participation and willingness to return the painting to the rightful owners.

The rubber roof was inspected and some minor repairs were made. Scott Lupini Engineers was on site to look at the water seepage issue. Trees have been cleared that were hanging near the roof.

\$10,310 has come in for the Harvest Feast non-event. Previous years we have netted approximately \$12K.

The 2019 - 990 has been received and posted on the grants gateway.

The Annual Appeal letters will go out this week and we hope that donations will come in prior to the end of the year.

Committee Reports -

Personnel Committee - Wally reported that he had not called the committee together prior to this meeting. A review and possible rewrite of the job description for the

Library Director - the Executive Director's job description needs to be updated as well. The organization charts currently still list an executive director as well as a library director and museum director. These need to be updated prior to advertising for the position for the library.

Dusty Putnam and Nathan Fenno made a motion to allow Sue to hire temporary staff during the interim while awaiting the hiring of a library director. The motion was approved by all in attendance.

Buildings and Grounds - A quote for \$1,900 was received to repair the gutters on the main building and an anonymous donation of \$1000 has been received towards this project. The skylight was assessed by contractor Ethan Buck who proposed the repairs could cost of up to \$72,000 to fully repair the skylight. Funding will need to be sought.

Water seepage areas were looked at and a study is being put into a proposal that recommends a "spray" coverage of the areas that are potential leaks during high rainfall storms. Lupini Engineers provided a comprehensive plan and cost estimate. The initial proposal is for \$9,299.00 to find and locate the problems. Sue will distribute a copy of the proposal to all members.

The B & G committee recommended the approval of the study by Lupini Engineers at a cost up to \$9000. On a motion by Wally Hart and Mark Davidson the board accepted the committee recommendation to work with Lupini Engineers for the water seepage project and that the project not exceed \$9000. Sue will try to negotiate for a lower price on the project based on suggestions for potential reductions. The board approved the motion with all in favor. We will pay for it out of funds in 2020 or build into 2021 budget as appropriate.

Finance Committee - we tabled the investment policy until December as we await distribution of the policy to members. The motion to table was made by Chris Duncan and Mark Davidson with all in favor.

Collections Committee - the committee met and reviewed the potential donation of the following:

The Beechnut Elephant - needs conservation but a great piece for our collection.

Three etchings offered by artist Deborah Geurtze - the artist has been part of our exhibits and has donated other works for our benefit.

Oil Painting - Bruce Muirhead, regional artist "*Westmoreland Iron Works*" Bruce was a winner of "Best of Show" in the Art of New York: Annual Juried Art Show in 2018. He then had a solo show in our regional art gallery

Painting- Chicks by A.F. Tait. Donated by Dr. Anthony London who has donated other works to us previously.

Framed Drawing - Morning Glories - P.W. Kruetzfeldt. Donated by Roger Sitterly of Des Moines, IA. Kruetzfeldt may have had a connection to Beechnut advertising campaigns and we have one other piece of her work in our collection. At one time she

was represented by the Macbeth Gallery in New York, where Arkell purchased many pieces of the collection from.

Two Paintings - Crandall Pool - Frank A. Barney - Donated by Marion Viglione and Ellen Wood. We may request the donors provide funding for cleaning and conservancy of the two paintings if we accept them. The donors also provided other items that give details about the artist and some details about where he studied and painted in the Adirondacks.

Two books with woodcuts and silhouettes by Winslow Homer. The Books , Ballads of New England and The Courtin' these were offered by Douglas Hyland of West Hartford, CT. It adds to our collection and information about Homer.

On a motion by Mark Davidson and Nathan Fenno the board accepted all of the recommended items. The motion carried with all in favor.

Old Business - Review Organization Mission and 2021 Budget Objectives -

The board discussed the need for the board development committee to get together to begin the search for additional board members and officers.

New Business - COVID concerns and potential closures. -Sue recommended that we enforce the NYS guidelines that mask must be worn in the building by all customers and staff. Customers will be offered curbside services if they can't wear masks in the building. On a motion by Wally Hart and Sheryl Neal, the Library and the Museum must require properly worn mask until further notice and staff may enforce this policy. All in favor.

The meeting adjourned on a motion by Chris Duncan at 8:06 pm.

Next meeting - December 9, 2020, 6:00pm

Respectfully submitted,

Wally Hart, Secretary