

# Canajoharie Library and Art Gallery

Board of Trustees meeting  
December 9, 2020

Attending: Deborah Grimshaw, Nathan Fenno, Sheryl Neal, Phyllis Lapi, Debby Limoncelli, Dusty Putnam, Wally Hart and Sue Friedlander

Deb Grimshaw called the meeting to order at 6:02pm

The order of the agenda was revised on a motion by Debby Limoncelli and Phyllis Lapi, with all in favor.

The November meeting minutes were reviewed and approved on a motion by Nathan Fenno and Phyllis Lapi, with all in favor.

**Investment Policy** - The Finance Committee met and made the following recommendations for the board to consider in the updated Investment Policy - the committee provided an overview noting that the policy will guide the investments of the organization. The policy will also guide our current advisors (NBT Bank Wealth Management). The Trustees will review the policy annually at the organizational meeting and make recommendations for any changes based on activities in the previous year or upcoming year. At the annual meeting, the board shall also review the NBT bank holdings in the endowment, which are held separately from the portfolio. At least once every five years, the board shall review the best practices of the investment manager and a Request for Proposals (RFP) for services may be put forth if desired by the board.

The Finance Committee recommended approval of the updated Investment Policy. On a motion by Dusty Putnam and Phyllis Lapi, the board approve the investment policy with all in favor.

**2021 Budget** - the Finance Committee presented the proposed 2021 budget. The budget as presented is balanced and does include the full funding from the Arkell Hall Foundation.

**Executive Session:** The board went into executive session at 6:26 pm to discuss personnel matters on a motion by Dusty Putnam and Debby Limoncelli with all voting in favor. The board came out of executive session having taken no action at 6:37pm on a motion by Phyllis Lapi and Debby Limoncelli.

On the recommendation of the Finance Committee, a motion was presented by Dusty Putnam and Phyllis Lapi to approve the 2021 budget as presented with all board members voting in favor.

**Board Development Committee** – the committee did not present any recommendations. Dusty Putnam spoke of creating a board survey of talents and strengths that would help us develop our needs and strengths for the organization.

The annual meeting in January will provide an opportunity for restructuring of the board committee membership. Members were asked to look at their current committee assignments and be prepared to say what committees they would like to serve on.

On a motion by Wally Hart and Phyllis Lapi the board tabled the nominations of trustees and a slate of officers. All members voted to approve.

**Financial Reports** -The board reviewed the financial reports for November and YTD. Sue will send current year-to-date projections from 12/8/2020 so we can see where we hope to be at year-end.

The board accepted the financial reports on a motion by Nathan Fenno and Phyllis Lapi with all members voting in favor.

**Executive Director's Report** - Sue updated a few items listed in her report. The Stockman Family Foundation donation was noted and Sue has been in touch to thank them. This was given out of a concern for the challenges COVID has cost the organization this year.

**Personnel committee** - the committee presented updated job descriptions for the Librarian, Executive Director, and Curator of Education & Public Engagement. An update to the Personnel Policy was also recommended that adds the Whistleblower policy to the Personnel Policy.

The committee recommended that the Library Director position be amended to Librarian. The librarian would report directly to the Executive Director. On a motion by Phyllis Lapi and Nathan Fenno, the position will be known as Librarian and the organizational chart will note the line of command to the Executive Director. All members present voted in favor.

On a motion by Phyllis Lapi and Wally Hart the updated job descriptions of the Librarian, Executive Director, and Curator of Education & Public Engagement were approved with all members voting in favor.

On a motion by Wally Hart and Phyllis Lapi, the board inserted the Whistleblower Policy into the Personnel Policy for the organization.

**Collection committee** - the committee presented an offer of a collection of woodcuts by Winslow Homer - 4 bound volumes of Harpers Weekly, intact pages from Harpers and other like publications, and numerous materials related to Lake George, New York in the Adirondack Park. Sue was very interested in this collection and said "this is a transformative collection for Arkell that is being offered by the estate of a woman who collected these works by Winslow Homer.

On a motion by Debby Limoncelli and seconded by Sheryl Neal the board voted to accept this accession of Homer works and related materials, with all in favor.

*Loan of Painting –*

Fenimore Museum, Cooperstown, NY, has requested to borrow our painting the *Venetian Lace Makers by Robert Blum* for an exhibit in May 2022. On a motion by Sheryl Neal and Nathan Fenno, the members in attendance voted in favor.

**New business-**

The *hours of operation* for 2021 were presented and will remain in effect until further action. On a motion by Phyllis Lapi and Sheryl Neal the hours of operation were approved with all in favor.

*Water mitigation project* – Sue updated the board on the proposal from Lupini Engineering to perform an analysis of solutions to various water mitigation issues in the lower level of the building. On a motion by Wally Hart and Nathan Fenno, the board authorized the work by Lupini Engineering for the testing and development of scope of future work. All members present voted in favor.

The meeting adjourned on a motion by Debby Limoncelli at 7:35pm

Respectfully Submitted,

Wally Hart, Secretary