

Canajoharie Library and Art Gallery - Arkell Museum

September 13, 2023 Meeting of the Trustees

Attending - Charles Tallent, Debby Limoncelli, Erin Salie, Alan Brust, Nathan Fenno, Sheryl Neal, and Wally Hart; Sue Friedlander and Maria Cancro; guests Robert Gramuglia and Aaron Hahn, auditors of Bryans & Gramuglia CPAs, LLC.

The meeting was called to order by Charles Tallent at 6:06 pm.

The auditors representing Bryans & Gramuglia presented an overview of the 2022 audit, financial statements and 990 documents.

Aaron Hahn noted we track income and expense on a modified cash basis, we recognize income when it is received and expenses when incurred. Depreciation of assets are recorded using the IRS guidelines and appear accurate and properly stated. No material findings or adjustments. The financial statements are an unmodified opinion, which is the best statement an auditor can provide.

The financial statement notes the unrestricted and restricted donations and funds that have been received both in cash and in investments vehicles. These funds are strictly and accurately monitored by staff and used according to the wishes of the donors.

Our basis of accounting is the modified cash basis. We are now a 501 c 3 organization and no longer a private foundation and this was fully noted for the 2022 year. This ended our obligation to pay excise tax on the investment income.

Robert Gramuglia presented an overview of the 990 reports – highlighting the areas of the report that the board should review and concur that the responses represent the operations of the organization. He reviewed with us Schedule A and highlighted the areas that should be maintained and observed by the Trustees.

Meeting Minutes - The minutes of the August 9, 2023 meeting were presented and approved on a motion by Nathan Fenno and Erin Salie with all in favor.

The August financial reports were presented. It was noted some of the income goals appear to be behind schedule for the year due to the lack of previous YTD actual expense/income on the monthly reports (this will be corrected going forward). Expenses appear to be on schedule with a few items above budget (inclusion of the YTD comparisons for previous and current year will give a more accurate picture). The reports were approved on a motion by Nathan Fenno and Alan Brust with all in favor.

Directors Reports – Sue noted a few additional items – two events this month, concert this Saturday in the Great Hall, and Sue noted the recent visit by Senator Kirsten Gillibrand and the resulting publicity.

The BBQ fundraiser was very successful.

Maria pitched our grant proposal for a redesigned entryway and improved/increased accessible parking spaces to MVLS, at a meeting with the other applying libraries. MVLS will decide if it is worthy to re-direct to the State for potential funding.

The Cushman Parker conservation work is going well and some may be complete by early December 2023.

Committee reports –

Collection Committee – the committee submitted a list of items recommended for acceptance to the collection. Several items will enhance the local history/reference collection. The committee recommended the acceptance of the list as presented on a motion by Sheryl Neal and Alan Brust with all in favor.

Personnel Policy – a minor adjustment to the policy to detail current policy on lunch breaks, breaks, and work day schedules. The motion to amend was made by Nathan Fenno and Sheryl Neal with all in favor.

Board Development – The committee will begin to approach potential candidates for Trustee positions. Four Trustee positions are open in January 2024.

Committee assignments – Charles and Sue will look at the committees and the bylaws and see if any committees can be restructured and will report back.

A motion to adjourn was made by Nathan at 7:18pm

Respectfully submitted,

Wally Hart, Secretary