

DRAFT MINUTES

Cherry Valley Memorial Library board meeting Tuesday, October 26, 2021

Present: Kathleen Taylor, Laura Carson, Laura Horvath, Keith Willcox, Diane McGrath

Guests: Frank McGrath, Claire Ottman, Maggie Solomczak, Angelica Palmer, Erin Redden, Paul Mendelsohn

Absent: Pamela Plymell

The meeting was called to order by Kathleen Taylor at 7:02 p.m..

Maggie Solomczak, Agent for Gates Cole Insurance, presented an overview of our current insurance policy with Utica National and made recommendations. We need to do a new inventory of the Library's holdings and personal property. We will ask other Four County Library System member libraries if they have cyber insurance. The need to increase our coverage due to the improvements from our construction project was also discussed. A motion was made by Diane McGrath, seconded by Keith Willcox, to increase the amount of coverage for the building from \$345,870 to \$400,000. The vote was unanimous. A motion was made by Laura Carson, seconded by Laura Horvath to increase the deductible from \$500 per claim to \$1,000 per claim. The vote was unanimous.

Angelica Palmer gave a brief update on the Library's new QuickBooks program. Some bills are now being paid by direct withdrawal from our checking account noting that some oversight is being lost with automatic withdrawal. QuickBooks can be set up to do a bill pay report of approved bills paid. To help with oversight, a QuickBooks pending report for bills to be paid is possible. Discussion followed. We need a written step-by-step process for automatic bill pay. Bill paying through NBT Bank is free. Bill paying through Intuit generates a charge per transaction. Guidelines for oversight of pending bills should be written up. To make the bill pay oversight process easier, a separate library email account will be needed for the Board President. Claire will ask Four County Library System to set one up.

Treasurer's Report: Laura Horvath presented a Statement of Activity which is now in a new format created by QuickBooks. Keith Willcox made a motion, seconded by Laura Carson, to approve the Treasurer's Report. The vote was unanimous.

Secretary's Report: Minutes of the previous meeting were distributed by email prior to tonight's meeting. Keith Willcox made a motion, seconded by Diane McGrath, to approve the minutes of the July 2021 board meeting. The vote was unanimous.

Old Business: Making shelving in the former bathroom for storage and installing the new electric doorbell need to be completed so our final construction report can be submitted to NYS. Paul Mendelsohn volunteered to look into shelving requirements.

We are holding off on installation of a hitching post until we can determine what we need to offer to our Amish patrons.

We need a 10-question survey to go along with our referendum to be placed on the school budget ballot. Please submit questions for the survey and ideas for the fundraising letter to Kathleen.

New Business: The following is an email resignation from Pam Plymell:

On Mon, Oct 25, 2021 at 8:16 PM cveditions <cveditions@gmail.com> wrote:
Hi

I have mentioned to Claire that it is time for me to leave the board. I have been on since 1987, and also a stint in 79 and 80!! I have loved working with Claire and all of you.

If I can help with anything let me know.

Best regards

Pam

Kathleen will ask Jackie at A Rose is a Rose to send flowers to Pam from the Library to thank her for her many years of service on the board.

Diane McGrath made a motion, seconded by Keith Willcox, to add Paul Mendelsohn and Erin Redden as library board trustees. The vote was unanimous. Paul and Erin are now voting members of the board.

Laura H. made a motion, seconded by Keith Willcox, to accept the Hero Act Policy. The template policy was written by NYS and customized by CVML. The vote was unanimous.

Diane McGrath made a motion, seconded by Laura H., to accept the Fine Free Policy. The draft policy was sent out by email and posted on the web site 24 hours prior to the meeting. The vote was unanimous.

The NYS Department of Transportation sent the library a letter and a map outlining the portion of our property that will be acquired by the state for improving the handicap curb access on the corner of Church St. and Main St. The acquisition will not interfere with the placement of our monuments near that corner.

Angelica Palmer will help Laura H. prepare a proposed budget for 2022 that can be posted on our web site. In future, our web master will need at least one week prior notice of any info that needs posting to the web site before it is voted on at the next upcoming board meeting.

Looking to the future, considerations for another construction grant should include interior plaster repair and paint, new carpeting, outside window repair, storm window replacement and exterior paint. Planning for the 100th anniversary (1923-2023) of our building should begin soon.

Winter Wi-Fi access during library closed hours was discussed. Claire will ask Steve Bachman at 4CLS if we can get an outside access point for a better Wi-Fi connection. .

Paul M. moved to adjourn the meeting at 8:49 p.m.

The next meeting will be held on Wednesday, January 12, 2022 at 7p.m.

Minutes were taken by Claire Ottman. This in-person meeting was not audio recorded.