

**South Central Regional Library Council
Board Meeting
December 14, 2012
SCRLC Office, Ithaca, NY**

Present:

Linda Beins
Sue Bretscher
Lisabeth Chabot
Steve Crandall
Richard Entlich
David Karre
Aprille Nace
John Meador
Charles O'Bryan
Sarah Weisman
Ristiina Wigg

Excused:

Deborah Gagnon

Staff Present:

Staff:

Mary-Carol Lindbloom
Diane Capalongo
Danna Harris

Guest:

Matt McSherry, Auditor

Presiding. Charles O'Bryan called the meeting to order at 9:38 a.m

Doc.#2012-72

Agenda.

Doc.#2012-73

January 27, 2012 Minutes. Correction: DOC.#2012-67, change term to terms in second sentence and correct spelling of Thomas Lipinski's name on page 3 under workshops.

Crandall moved to approve with correction; Seconded by Weisman. Approved.

Doc.#2012-68

Moved Matt McSherry to top of agenda.

Audit Report: McSherry reported that SCRLC is financially stable and ended the fiscal year in a strong financial position. Cash position is strong with a slight change in net assets. Correction is needed on the 990 form: Jean Currie's name needs to be removed. 990 form will be corrected, finalized, signed and filed by 2/15. Board will approve with corrections at the January meeting.

President's Report. Nothing to report concerning SCRLC. SUNY Oneonta will be undertaking major capital project starting summer 2013.

Treasurer's Report. October 2012 Bill Sheet #4 (Doc.#2012-74). Entlich questioned the absence of a NYSEG payment; Harris said it was paid at the end of September. Entlich also questioned the \$1600 copier maintenance payment; Harris clarified that it is an annual charge that includes maintenance, upkeep, and toner. Chabot concurred that \$1600 is par for the course as far as copier expenses go. O'Bryan questioned the \$5,000 NY3R's expense. MCL clarified that this was the second half of our payment to the NY3R's collaborative. O'Bryan and Chabot would like to see a detailed, written report from the NY3r's on how the collaboration is spending the funds. Moved to approve by Wigg. Seconded Entlich. Approved.

**By-laws
Committee
Report**

Karre stated the need to have a January meeting. NYCON lawyer made many valid points concerning our by-laws that need to be addressed and revised.

Nominating & Board Dev. Report MCL reported that Gagnon contacted Sue LaBlanc, DCMO BOCES director about filling the SLS slot. She is considering it. Still looking for one person to fill lay position.

Personnel Committee Report Nace reported that she and MCL met to review job descriptions. Then MCL learned at the Executive Directors training program she attended that the board should not be involved in staff hiring or job descriptions; only the ED should be doing this because our DNO insurance does not cover/protect Board members in the event of a lawsuit. The employee handbook needs revising to include ethics and patriot act. The handbook will be sent to NYCON for review.

RBDB Budget/Program & 2013 Grant Application ACITS committee recommends the RBDB budget be approved with proviso that databases be approved in May when the yearly SCRLC budget is approved. . Moved to approve by Crandall. Seconded Chabot. Approved.
Karre requested that the minutes reflect that Rich and the ACITS committee have done an excellent job in breaking down, explaining and presenting the RBDB program.

Grant application OK to distribute.

Facilities Report MCL reported that SCRLC Facilities Task Force has had two meetings with FLLS. FLLS is leaning towards buying/renovating a facility rather than renting. Karre added that the advantage to buying vs. leasing is taking advantage of our tax-exempt status. Although, it was pointed out that if we ended up renting from FLLS, hopefully our rent would be lower due to their tax-exempt status. It is generally agreed that the current location is not the best for serving our members.

Next step: facilities task force needs to meet again. Hold March board meeting at STLS to view and tour their facility w/Wigg.

Takeaway: FLLS should proceed with their planning without a solid commitment from SCRLC because we need to take the time to look at all of our options now that we know we do not have to stay in the City of Ithaca and we need to do some big picture thinking in regards to moving benefits for our members and future needs.

ED Report Lindbloom reported that final paperwork for dissolving the trust have been signed and filed. Exploration of standing desks options are being looked at. Presently working on NYHeritage marketing. MCL and NH discovered an old “Guidelines for Committee Members” document; they will review, revise and distribute to the board for review. Charitable contributions policy needs to be developed. ED training was well worth the time and money. Will look into promoting public/member attendance to board meetings. Kudos to Danna for database exploration and presentation. Kathleen will be reducing her hours to 80% time on a trial basis.

Next Meeting. The next Board Meeting will be held on Friday, January 18, 2013, location to be announced.
Adjournment: Meeting was adjourned at 12:07 p.m.

Respectfully Submitted,

Lisabeth Chabot
Secretary