Central New York Library Resources Council

Finance Committee

February 15, 2012

2:00pm

**Present:** Katy Benson (Maxwell Memorial Library); Mary Fitzgerald (CLRC Accountant); Debby Emerson (CLRC Executive Director), liaison; Nancy Howe (Baldwinsville Public Library, via conference call); Déirdre Joyce (CLRC Assistant Director); Jim Williamson (SUNY ESF)

**Excused:** Jeff Wooldridge, Chair (MYLS); Drew Urbanek (Herkimer Community College)

**In the absence of the chair, Debby Emerson called the meeting to order at 2:08 p.m.**

**Action Items**

**Approval of the Minutes**

A motion was made to accept the minutes from the December 7 meeting as presented. (Williamson/S/A)

**Agenda Items:**

1. **Check and Deposit Register through January 31, 2012**
	* Mary presented the check and deposit register through 1/31/2012.
	* It was noted that this register covers two months, January and February.
	* There are a number of small deposits reflecting income from workshop registrations..
	* Motion to approve Check and Deposit register. (Williamson/S/A)
2. **Financial Reports ending January 31, 2012**
	* Mary reminded the group that we recognize grant income as we spend it.
	* Motion was made to accept the financial reports and [pass them along to the Board of Trustees for review. (Benson/S/A)
3. **Old Business**
	* State funding update: CLRC received the remainder of its 2011 funding from the state, including the Regional Bibliographic Databases (RBDB) program and the Hospital Library Services Program. Member academic libraries report having received their CCDA funding. The contract for the Documentary Heritage Program has not made any payments yet. CLRC has been instructed to submit a voucher for 50% of the contract amount, and has done so. To receive the remaining 50%, CLRC will need to submit vouchers detailing the expenditure of the initial payment. [Since the date of this meeting, the first payment of $14,864 has been received.]
	* Office space update: Debby reported that the Circlewood Properties landlord developed a new proposal for increasing the size of CLRC’s office space. There is a large conference room directly to the right of the existing office space that is unused, and two offices adjacent to that. That space could be renovated to become the CLRC training center. The two offices currently used by the Assistant Director and the Emerging Technologies Specialist would be dismantled to allow access to the new training center, and would be replaced by the two offices next to the conference room. This proposal would add 734 square feet to the office space and provide the needed training room, without requiring a full office move. The landlord has agreed to a five-year lease and the proposed rent is commensurate with the additional square footage. Since state funding for libraries appears to be more favorable than it was at this time last year, Debby would like to proceed with the expanded space. CLRC legal counsel is currently reviewing details of the lease agreement with the landlord. Debby would like to ask the Board of Trustees for authorization to sign the new lease agreement, as long as the legal counsel approves. The committee agreed that Debby should place this item on the agenda for the Board meeting.

**NEXT MEETING: March 14, 2012 at 2:00pm.**

A motion was made to adjourn at 3:00pm (Benson/S/A).

Respectfully submitted,

Debby Emerson

Executive Director, CLRC