



CLRC Board Meeting Meeting Agenda & Minutes

12:00 pm - 3 pm December 17, 2020

Agenda

- Welcome
- Minutes from October 15 - page 2
- Financials through October 31, 2020
- State Report
- Crisis Response Grants
- Ask the HR Expert Budget Proposal
- Plan of Service
- 2021 Board Meeting Schedule
- Conflict of Interest Statements
- Directors Report
- Adjournment



Minutes from October 15 2020 CLRC Board Meeting

Attendees: Marc Wildman, Katie McCauley, Matthew Smith, Inga Barnello, Scott Warren, Nancy Howe, April Bliss, Fred Berowski, Jim Teliha, Megan Riccardi, Shay Foley, Kathleen Salsbury
Joined by new board members: Allie Comes, Travis Olivera, Courtney Asztalos; and Peggy Rowe and Angela Janack (auditors)

Meeting was called to order at 12:01PM

Auditors Report: reviewed in detail with the finance committee, gave a clean, unmodified opinion
Moved some funds from deferred revenue to net assets; added with donor restriction column
New pronouncements - statement of cashflow must include NY Heritage; new disclosure for net asset with donor restrictions
Motion to accept the auditors report and 990 (Nancy Howe/Matthew Smith/Approved)

Motion to approve the minutes from August 27 2020 with corrections (Jim Teliha/Nancy Howe/Approved)

Financials through August 31 - (2 excel files attached)

Received first state aid check, supplemental aid for RBDB, MISP with 22%cut

Most payments were for pandemic crisis grants

Balance sheet may look different - can treat grant aid as cash rather than deferred revenue

Travel line does include some training/online conference as that is where it would normally be (ex NYLA conference would be categorized as travel, but also includes registration expenses). Suggest that they have a separate line for registrations.

MISP now billing quarterly rather than at the end of the year

Employee Handbook:

Added statement providing 1 hr of paid sick leave for every 30 hours worked as required by law
Employees can accrue up to 240 hours of vacation, ADP caps at 240 so it won't accrue after that;
Payout is up to 240 to match accrual

Clarified change to personal time benefit grandfathering in staff hired before March 2016

Updates sick leave with language reflecting new rules as recommended by lawyer

Marc will meet with employee to explain personal time changes.

Motion to approve & institute the updated employee handbook (Nancy Howe/Kathleen Salsbury/Approved)

Annual Meeting: usually we meet in person after annual meeting to elect officers- will do that today and it will take effect tomorrow.



Katleen nominated to VP (Approved)

Travis nominated to Member-at-large (Approved)

President - Jim, Treasurer - Nancy, Secretary - Katie

Directors Report

New payment schedule for MISP clears up one comment from auditors report

Working with Sarah, Anna to provide electronic serials like the nursing reference center

Events: Book repair for libraries (169 people); Tuesdays at 10 moving to monthly

Trying an app, Rev, to provide live captioning for accessibility.

SUNY approved CLRC to see if we could take on their OCLC services

Large part of December board meeting will be strategic planning

Participating in curriculum advisory committee at SU

Still working hybrid home and at office, building manager notified them that there was a positive case; tenants agreed to share that info of a positive diagnosis with other tenants

Will have schedule of 2021 meetings at December board meeting.

Motion to adjourn the meeting was made at 1:29PM (Jim Teliha/April Bliss/Approved)