



CLRC Board Meeting Meeting Agenda & Minutes

1:00 pm August 26, 2021

Agenda

- Welcome
- CNY Community Foundation
- Minutes from May 20 - page 2
- Financials through June 30, 2021 - (3 pdf files attached)
 - BOD Financials - May through June 2021: Recovery Grant Recap, Deposit Detail, Check Register, Balance Sheet, Credit Card Detail
 - FY2021 Recap Budget vs Actual
 - FY2021 Cash & Spenddown
- Nominating Committee Report
- IMLS / ARPA Grants
- CNY Digital Inclusion Coalition Proposal
- Camp Finance Invitation
- Directors Report
- Adjournment

Minutes from May 20, 2021 Board Meeting

Attendees: Marc Wildman, Amanda Travis, Nancy Howe, Shay Foley, Travis Olivera, Kathleen Salsbury, Allison Comes, Jim Teliha, April Bliss, Matthew Smith, Courtney Aszatos, Scott Warren(joined late)

Joined by Fran Dingle to take minutes

Meeting called to order at 1:00PM

Minutes from March 25 2021 CLRC Board Meeting

- Motion to approve the minutes from March 25(April Bliss /Allison Comes - Motion Approved)

Financials through April 30, 2021

- Deposit Detail, Check Register, P&L, Credit Card Detail
 - Dues and 22% cut of state aid deposited, HLSP grant awards and Access & Digitization grant awards issued, CC statement and Balance sheet no major changes or out of ordinary charges
- Budget vs Actual
 - Operating: Double payment made to ADP waiting on refund, unemployment rate increased from .6% to 2.3%. RBDB: Access & Digitization grant awards. HLSP: contract with Upstate is the largest budget item, Upstate MCL (Sarah) provides monthly reports to Marc and attends CLRC staff meetings. Outreach is increasing post pandemic. Marc hopes to visit all hospitals in person. MISP: grant is running smoother, no issues.
- Digital Projects and Preservation Librarian
 - The Executive Committee has approved this new full time position. The FY2122 budget has been updated to reflect this new full time position - eliminating the 2 part time positions. We would hire our current part time project assistant for this position. This new position will allow Ryan Perry to focus on upcoming higher level projects and pass off digitization/preservation work to the new staff member.

Motion to approve the new full time librarian position (Inga Barnello /April Bliss - Motion Approved)

- FY2122 Budget

- The Board had reviewed the draft budget previously, Marc pointed out slight changes since the last review. Operating budget: The Executive Committee approved a 4% salary increase for the CLRC staff. Question asked regarding how the salary increase is calculated by the Executive Committee? Marc explained the cost analysis Marc and Fran prepare for the Executive Committee to review: Compare salaries at other councils, cost of living in Syracuse, merit increase vs salary increase and benefit analysis. Merit bonuses were considered, after discussion it was decided staff would benefit most from a salary increase/ the fiscal state of CLRC was also taken into consideration - CLRC has a healthy surplus of money and it makes sense to provide the staff with the benefit of a salary increase. CLRC did have a salary increase of 3% in the previous year. RBDB: new full time librarian is the biggest change. The salary for the new position was discussed - no questions were unanswered. RBDB is forecast to end FY2021 with ~\$70,000 unspent grant funds. Digital Dark Archive expense line - the current pilot program is going to be offered to a larger portion of members and CLRC would cover the cost for 6 academic institutions. HLSP: the MCL Upstate contract expense will now be split with HLSP and MISP. The contract expense - \$40K - is going to be reviewed in detail and Marc anticipates the overall annual cost to go down. MISP: this grant is running fine and on budget.

Motion to approve the FY2122 Budget (April Bliss /Kathleen Salsbury - Motion Approved)

- Recovery Grants

- \$153K requested. Marc has reviewed/pared down the applications and suggests present requests totalling \$101K to the LRS Committee. It has been suggested to let the LRS pare down the amounts to be awarded. Marc will let the LRS Committee review the full list of requests at \$153K. If the grants to be awarded go over the \$100K initial threshold - the money will be allocated from BOD Designated Funds.

- Lease Update

- Notice to renew is November 2021. Marc and Fran met with the landlord early and anticipate signing another 5 year lease in April 2022. Do not anticipate a large increase of rent, possible slight adjustment based on landlord's property taxes.

- Directors Report

- Marc Wildman reviewed the ongoing projects and priorities of the CLRC staff. CLRC staff will begin working in the office starting June 1. By the end of June, CLRC staff will be back in the office 5 days a week.
- Fred and April's term do in fact end in 2021 - new Executive Committee members will need to be added.

Motion to adjourn the meeting was made at 2:02PM (Travis Olivera/Nancy - Motion Approved)