



CLRC Board Meeting Meeting Agenda & Minutes

1:00 pm October 21, 2021

Agenda

- Welcome
- Peggy Rowe - FY2021 Financial Statements
- Minutes from August 26 - page 2 of attached pdf
- Financials through August 31, 2021 - (2 pdf files attached)
 - BOD Financials - Deposit Detail, Check Register, P&L, Credit Card Detail
 - Budget vs Actual
- Directors Report
- Adjournment

Minutes from August 26 2021 CLRC Board Meeting

Attendees: Marc Wildman, April Bliss, Matthew Smith, Jim Teliha, Shay Foley, Nancy Howe, Courtney Aszatos, Kathryn Smith, Allison Comes, Kathleen Salsbury, Inga Barnello

Excused: Travis Olivera, Amanda Travis, Scott Warren

Joined by: Rebecca Maguire, Pragya Murphy, Thomas Griffith

Meeting called to order at 1:01PM.

CNY Community Foundation:

Pragya Murphy and Thomas Griffith from the Community Foundation presented information on agency funds.

- These funds are considered a complete and legal gift to the CF so they are completely responsible for those funds.
- Benefits: diversification of investments; CF will handle donations made to our fund
- Should be long term assets, but we are withdraw funds at any time (typically within a week, with board resolution)
- Board asked for confirmation that how the funds are used is still an internal (CLRC board) decision. Anyone can donate, but funds can only be paid out to CLRC. Can include a note with Community Foundation for future boards re: intent for this fund.

Recommendation from the finance committee is that we invest \$500,000 with the Community Foundation at this time. There is no penalty for withdrawing (0.75-1% handling fee).

It was asked if we need to wait for the next board meeting when all are present, but we have a quorum so this is not necessary.

Motion to accept the recommendation from the finance committee that we invest \$500,000 with the Community Foundation. (Matthew Smith/April Bliss/Approved).

Motion to approve the minutes from May 20 2021 (Nancy Howe/Kathleen Salsbury/Approved)

Introductions: Board introduced themselves to Becky Maguire from OCPL. Our bylaws require a member from OCPL so Becky will be replacing Christisn.

Financials through June 30, 2021 - (3 pdf files attached)

Deposit detail, Check register, P&L, CC detail: summary of recovery grants paid out; miscellaneous expenses for onboarding Ashley (who became full time on August 1.

Nothing that the finance committee saw as out of ordinary charges.

FY2021 Recap Budget vs Actual: Even with Covid we were able to end the year well, moving money around to get more funding to members.

Received all State Aid income; Due to PPP salaries were less than anticipated.

Unemployment was paid twice - instead of reimbursement we will receive a credit.
Marc met with Christina Pope (Health@CLRC) and renegotiated the contract from \$40,000 to \$20,000.

Motion to accept the financials (Kathleen Salsbury/Courtney Aszatos/Approved).
Inga abstained as she was on another call during the discussion.

Nominating Committee Report

Fred shared that he is waiting to hear back from Abby Smith (in Archives at Upstate) and Sarah Shute (Skanoh Center).

Fred and April are leaving the board; will need one additional executive committee member.

IMLS / ARPA Grants (see attachment)

Applications open in September, approval expected by December, spending would have to be completed by June.

CLRC would receive \$380,115:

- \$56,113 for BOCES/SLS (they can spend on digital materials)
- \$41,794 for library/museum partnerships (Kathleen may have a partnership!)
- Balance of \$282,207 for digital inclusion (CLRC can spend or subgrant)

There are no guidelines yet. Marc will share summary once he finds out and will explore our options.

CNY Digital Inclusion Coalition Proposal

Proposed a \$380,000 digital navigator project for Onondaga County and the Syracuse area that could be duplicated in Utica. Project would entail hiring someone to direct the project, with volunteers embedded in the neighborhoods. NDIA trained navigators could help community members with anything Internet/technology related.

The committee is asking Mayor Walsh to fund the project, with CLRC as passthrough.

Board members noted with some frustration that this is something libraries and librarians are already doing.

Marc will keep us informed.

Camp Finance Invitation: Fran sent invitation, purchased license so board members could attend.

Directors Report

Marc shared updates on ongoing projects.

All CLRC staff are back working in the building with new work from home policy approved by the Executive committee.

Board meeting minutes will now be published on the CLRC website.

Next meeting is our October meeting - the auditors will meet with the Finance Committee and then with the full board. Marc noted that it is time for an RFP for new auditors as we have used this firm for 3

years. Motion to adjourn the meeting was made at 231 PM (Kathleen Salsbury/Inga Barnello/Approved).