



## CLRC Board Meeting Meeting Agenda & Minutes

2:00 pm August 25, 2022

### Agenda

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- Welcome
- Rebecca Kluberanz - Continuing Education
- Minutes from May 19, 2022 - page 2
- Financials through June 30, 2022
  - BOD Financials - May through June 2021: Deposit Detail, Check Register, Credit Card Detail, Balance Sheet
  - FY2122 Recap Budget vs Actual - P&L
  - FY2122 Cash & Spenddown
  - CLRC Investment Fund - June 30 Statement from CNY Community Foundation
- Proposed FY2324 Dues Increase
- By-Laws Review Committee
- Board Vacancy/SU Student Position
- APRA Update
- Annual Conference
- Directors' Report
- Adjournment



### Minutes from May 19 2022 CLRC Board Meeting

Attendance: Marc Wildman, Kathryn Smith, Inga Barnello, Kathleen Salsbury, Nancy Howe, Abigail Smith, Jim Teliha, Mandy Travis, Matthew Smith, Sarah Shute, Travis Olivera, Scott Warren, Jieun Yeon, Courtney Asztalos, Becky Maguire

Absent: Allison Comes, Shay Foley

Joined by Fran Dingle

Meeting called to order at 2:01PM.

Welcome

Fran Dingle presented to the board on finance and administration

Motion to approve the minutes Minutes from March 24, 2022 - page 2 of attached agenda doc  
(Accepted)

### Financials through April 30, 2022

BOD Financials - Deposit Detail,

Check Register: mostly Access & Digitization grants; ARPA payments

Credit Card Detail expanded with ARPA expense detail: charging and making payments to stay under \$25K limit

Budget vs Actual through April 30, 2022

Motion to accept the financial report (Mandy Travis/Jim Teliha/Approved)

### FY2223 Budget

Includes interest income from the Community Foundation investment; ARPA income for indirect costs are received in this next fiscal year.

All staff salaries were increased by \$1500.

Still have \$11K surplus.

Asked about line 803.25 (merit bonuses) and Marc explained that Executive committee suggested leaving the line in, but not paying out bonuses immediately.

Motion to accept the 2022-23 budget (Kathleen Salsbury/Becky Maguire/Accepted)

### Proposed FY2324 Dues Increase

Have not had increases since Marc has been here (since 2017) and had planned to do this pre-COVID.

Proposed 5% increase for 2023-2024 year, to be presented at the CLRC annual conference.



It was noted that the 5% increase would be rounded rather than an exact 5%.

Motion to approve the 5% increase with rounded up numbers (Jim Teliha/Nancy Howe/Accepted)

For future discussion, some councils have an automatic increase each year of 2% or 3% that we could consider in the future.

Parliamentarian: In the bylaws, this is a position appointed each year, usually the past-president. Jim (as past president) is OK with this.

Options would be to appoint the past president; appoint someone else; or removed this from the bylaws.

By-Laws Review Committee: Nancy Howe, Matt Smith, Kathryn Smith volunteered to serve on this committee. Fran will also assist.

Board Vacancy/SU Student Position: Inga Barnello is retiring at the end of June. Current bylaws require 15 members. Suggest Jieun take Inga's spot and the bylaws committee could look at the SU student position since they would only serve 1-2 years.

There is a nominating committee next week. The board can fill a vacancy until the end of the term, so Jieun would serve through October 2024.

Motion to nominate Jieun to fill Inga's term (Scott Warren/Mandy Travis/Accepted)

APRA Update: 3 projects are complete; got an extension until March 23 which will allow us to collect more than 1 month of data. Projects will now run through December and we will have January/February to pull data together.

Should be receiving the first "refund" payment soon.

Annual Meeting: October 21st 2022, will be virtual.

Board will meet at the regular Thursday time (October 21st) with the auditors.

It was asked if it would be possible to hold an in-person conference. If we held an in person event, we would need a contingency plan for if we needed to move to virtual at the last minute.

Majority of board was in favor of a virtual meeting this year.

Will look at moving board meeting in person by the December holiday meeting.

Directors' Report: state contract for UPS was abruptly canceled; Anna is investigating alternatives. Mid York is a heavy user, but Marc is meeting with Wanda to discuss ELD as an alternative.

Working on a booklet for legislators on what libraries are doing.



Executive Directors Evaluation (Executive Session): Marc left the meeting and the board entered executive session to discuss the executive directors evaluation.

Motion to adjourn the meeting at 3:19PM (Inga Barnello/Scott Warren/Accepted)