



## CLRC Board Meeting Agenda & Minutes

2:00 pm December 15, 2022

[ZOOM LINK](#)

### Agenda

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- Welcome
- Minutes from October 21, 2022 and October 25, 2022 - page 2
- Financials through October 31, 2022
  - BOD Financials: Deposit Detail, Check Register, Credit Card Detail, Balance Sheet
  - Budget vs Actual - P&L's for Operating, HLSP and MISIP grants
- President's Report
- New standing agenda item moving forward: Committee Reports: *Education, Nominating, Planning & Review Committee, LRS Committee, Legislative Committee*
- Resolutions for approval
- 2023 Committee & Board Meeting Schedule
- Directors' Report
- Adjournment



## **Minutes from October 20 2022 CLRC Board Meeting**

Attendance: Marc Wildman, Kathryn Smith, Matthew Smith, Jim Teliha, Jieun Yeon, Kathleen Salsbury, Nancy Howe, Shay Foley, Travis Olivera, Abigail Smith, Courtney Hicks, Allison Comes, Becky Maguire, Aileen Judd

Guest: Peggy Rowe

Absent: Scott Warren, Mandy Travis

Meeting was called to order at 2:01PM.

Auditor's Presentation - Peggy Rowe/Angela Janack of Danible & McKee

Audit was presented to the finance committee in more detail.

Audit was received with a clean, unqualified opinion.

Motion to accept the auditors report as presented (Jim Teliha/Matthew Smith/Accepted)

Motion to accept the minutes from August 25, 2022 was made by Jim Teliha (Accepted)

Financials through August 31, 2022 BOD Financials - July - August 2022:

Deposit Detail: Received all state aid (early this year), also seeing \$9500 in interest accumulation from Community Foundation.

Check Register: Still seeing some ARPA expenses, the Bibliotheca book lockers (3 units) are a large expense but ARPA functions as a pass through for these.

Credit Card Detail,

Balance Sheet: Overspent on campus ship as state contract ended without warning. Professional development line will need to be increased if we hire a mediator.

Budget vs Actual - P&L's for Operating, HLSP and MISP grants

Marc recommended the following increases: \$4000 for campus ship; \$2000 for staff training; \$3000 for professional development, \$4000 for new initiatives grants

Anna and Marc are exploring alternatives to campus ship. Mid York is currently the primary user of this service and Marc has already spoken to Wanda Bruchis about potentially covering some of costs.

We can vote on this at the December meeting.

Motion to accept the financial reports (Travis Olivera/Courtney Hicks/Accepted)

2021 State Report: All systems are required to submit an annual report to the state.

Motion to approve the state report (Accepted)



Introductions: Aileen Judd (Oneida Herkimer BOCES SLS) is a new board member. Welcome Aileen!

APRA Update: Reimbursed for most of ARPA expenses. Have approximately \$50,000 to be spent or accounted for as we wrap up for the final report. Some of the balance is our administrative fee.

Annual Business Meeting - tomorrow at 2 pm

Reviewed the agenda for business meeting:

Welcome, Approval of prior year minutes (Kathleen)

Treasurer's Report (Nancy)

Executive Director's Report (Marc)

Election of board members, Dues increase (Jim)

Adjourn (Kathleen)

Directors' Report: Marc presented his director's report.

For next board terms: will need a VP, Secretary, Member-at-large.

Kathleen Salsbury made a motion to enter executive session at 3:00PM (Kathleen Salsbury/Nancy Howe/Accepted).

Nancy Howe made a motion to leave executive session at 3:22PM (Nancy Howe/Jim Teliha/Accepted).

Motion to adjourn the meeting was made at 3:23PM (Travis Olivera/Jim Teliha/Accepted).

### **Minutes from October 25 2022 CLRC Special Meeting of the Full Board**

Attendance: Kathryn Smith, Nancy Howe, Shay Foley, Rebecca McLain, Travis Olivera, Scott Warren, Allison Comes, Aileen Judd, Abigail Smith, Jieun Yeon, Courtney Hicks, Marc Wildman.

Meeting was called to order at 9:04AM.

Katie Smith volunteered to serve as member-at-large.

Sam Berry-Sullivan volunteered to serve as secretary.

Travis Olivera volunteered to serve as vice president.

Other members of the executive committee include Shay Foley, Kathleen Salsbury, Nancy Howe.

Nancy made a motion to accept the slate of officers (Nancy Howe/Courtney Hicks/Accepted).

Motion to adjourn the meeting was made at 9:05AM (Nancy Howe/Scott Warren/Accepted).