

Minutes: Board of Trustees, The Field Library, Peekskill

Thursday September 15, 2022

Present: President Smith

Trustees: Alexander, Bloom, Cosentino, Kelley

Treasurer Foster

Secretary Douglas

Director Brown

Absent: Galella, Most, Romeo

Liaisons: Grossman, Riley

Guest: Trevor Noble

Meeting called to order 7:08.

No Public Comment

Previous minutes to meeting July 21, 2022

Moved to be accepted by Cosentino, seconded by Alexander. Unanimously adopted.

Director's Report: Programs in full swing. New data collection system by WLS is excellent making statistics available easily and comprehensively. Police Chaplain Rob Lindenburg has approached Ms. Brown to do some staff training around de-escalation of possible patron interaction. To be explored.

Treasurer's Report: Comprehensive presentation of financial picture. Capital projects report highlighted potential drain on operating expenses as projects get delayed and overlap. Fundraising and grants acquisitions become more important to assist with overall budget performance. Resolution (see attached) proposed to move funds from memorial snapshot account to cover balance of payments on capital projects for 2022.

Resolution to Fund Capital Project Costs from Memorial Fund:

Whereas the 2022 Operating Budget, updated with new projections for the remainder of the fiscal year, presents an operating deficit of approximately \$71,000 and

Whereas the Board previously approved withdrawing \$9,000 from the DeWitt Wallace Fund and \$92,700 from the Contingency Fund for a total of \$102,700 to cover a projected operating deficit and

Whereas the Board had previously approved capital projects that were partially or totally grant funded and some of those projects require funding to match grants or cover unexpected costs and

Whereas the capital projects matching grant costs and unexpected costs totaling approximately \$80,000 as of September 1, 2022 have been paid from operating cash which has reduced the cash balance below acceptable levels and

Whereas the Board determined that these additional capital project costs should be funded from the Memorial Fund and not from the operating budget,

Now, therefore, the Board authorizes the Library Director to withdraw no more than \$80,000 from the Memorial Fund Snapshot account before December 31, 2022 to cover the capital projects completed by September 1, 2022.

Moved by Kelley seconded Cosentino. Unanimously voted

WLS report: WLS will host more education forums. Trustee Kelley appointed for another 5 year term on WLS. Moved to accept continuation of Kelley as Field Library rep by Alexander, seconded Douglas, unanimously voted.

Ongoing work with Mt Vernon library to clean up status- financial arrears, jeopardy of charter. Peekskill now the Central library has eased some of the problem, still under scrutiny.

Friends of Field Library: Chester Smith event a large success. Plans for more events are under discussion.

Governance: no report. Meeting Room policy tabled pending attorney review, Charter revision awaiting state approval

Nominating Committee: Annual meeting October 20- slate of officers to be announced shortly. Reassignment of “classes” of Trustee members will also be selected. Introduction of Trustee candidate Trevor Noble. If accepted, to be included in October meeting completing term of Trustee Vega.

Finance Comm: Profit and Loss report reviewed along with overall financial picture.

Audit: Audit completed. Report from auditors discussed a few system approaches which could be improved upon. Specifically noted were:

1. Purchasing procedures—Library Director and the Accountant are writing specific policies setting requirements regarding which staff are authorized to purchase which types of materials
2. Credit Card usage policies—Library Director will obtain language from other libraries for a policy regarding authorized use of the Library credit card.
3. Check Authorization Form procedures for checks \$5,000 and greater—The Library Director and Accountant will modify the Check Authorization Form for dates checks are mailed; more importantly is enforcing the procedure for having the second signature on the Check Authorization Form obtained from one of the two authorized Board Members timely. The solution for this repeat audit finding is as follows:
 - The Board will adopt a resolution every year when the budget is adopted that identifies the monthly recurring payments that do not require the second

signature. These will be limited to recurring payments into the health insurance account, retirement system, WLS monthly basic fee, and security services.

- Invoices will be reviewed prior to being submitted to the Accountant for payment so that the Check Authorization Form is signed off on prior to the invoice being submitted to the Accountant for payment. These types of expenditures will typically pertain to capital projects and consultants.

Board approved these procedural changes/amendments.

Facilities Committee: No report

Old business: Ongoing conversations with Senator Harckham regarding signatures required for ballot initiative.

New Business: Website hosting. Only one vendor made proposal for one year to cover website. Rockland Web selected for contract at organization level- more storage and daily data backup. Moved by Cosentino, seconded by Foster, unanimously voted.
Name Tag policy approved moved by Foster, seconded Kelley, unanimously voted.

Executive Session: Executive Session moved by Kelley, seconded Foster.

New Business: Discussion and approval to appoint Trustee Noble to complete term of Trustee Vega, unanimously voted.

Adjournment: Moved Cosentino, seconded Foster.
Unanimously voted at 8:49pm

Next meeting Executive Committee October 6, 2022, BOT Board meeting October 20,2022.
Moved to adjourn by Alexander, seconded by Douglas, unanimously voted.