

Your Home Public Library

Board of Trustees

Meeting Minutes

Monday, March 9, 2015

Attendees: Director Tillinghast, D. Bartlow, L. Bryan, R. Deemie, D. Knight, S. Maximiek

Visitors: Catherine DePersis, Mathew DePersis, Deb Fuller (Village of Johnson City Trustee), Maryse Quinn, Barbara Williams, Chip Zeise

Call To Order

5:30 p.m.

Receiving of Visitors

Catherine DePersis, Mathew DePersis, Deb Fuller (Trustee), Maryse Quinn, Barbara Williams,

Approval of Minutes from February 2015

Approved by D. Knight, Seconded by B. Deemie

Visitors

B. Williamson: Wants to hear firsthand what is decided is decided. Lots of uncertainty among staff, hours have never been cut before, unsure what jobs are.

Communications/Correspondence

None to note here

Approval of Claims

D. Knight will approve vouchers again with L. Bryant for next month's meeting. Unique Management actually noted that we received an unusual amount of overdue materials back this cycle.

S. Maximiek motions to approve; L. Bryan seconded.

Library Director's Report

Staffing and Management

L. Bryan will write a formal letter to the Mayor to address the concerns with the email concerning the health insurance issue re: Director Tillinghast.

Old Business

A. Discussion of Fiscal Issues

Library funds were considered a fund of the village. In addition, even after the meeting last month, the village deducted a telephone bill out of funds without our budget without approval. The Division of Library Development and NYLA recommended that we open our own Checking Account and Money Market account with First Niagara in order to keep monies separate.

Resolved, that the Board of Trustees of Your Home Public Library vote and approved to open its own checking and money marketing account to management its funds separately from the Villages' General Funds.

L. Bryan moves, D. Knight seconds. All approve.

Payroll: We will be moving to Paychex, doing the entire Paychex process including all withholding and make all the payments. We will not have to hire an insurance agent or do the reporting paperwork. Given at 42% discount. Paychex is bonded and has insurance. They will track all used time off and handle all necessary deductions.

We still have one employee on deferred comp., what is the status for this?

Recommendation made that a representative from Paychex come in at some date, chosen by the Director, to talk to the staff and make sure all questions are answered and procedures are clear.

Health Insurance: We have been quoted \$143,000 for our non-retired employees 2015. We have been quoted for a comparable plan at under \$74,000.

Director Tillinghast will bring in the health insurance broker to talk to the staff asap to discuss concerns with the broker to make sure the plans are comparable.

A motion on the insurance is tabled.

New Business

A. Budget Preparation

The budget planning is starting from \$0 reserves. This has created a loss across the board, starting with the biggest expense, which are salaries. Reduction in part-time hours is necessary. Smaller cuts in other budget areas were also made.

The Mayor has not appointed people to be on the fiscal committee yet which he agreed to at the last Board meeting.

D. Knight moves to accept to changes in the budget for the remainder of the fiscal year. D. Bartlow moves to second. All approve.

B. Tax Cap Resolution

Tabled.

C. #400-16 Approval

Policy regarding posting of promotional materials by local and community groups in library space. R. Deemie motion to adopted as revised. D. Knight seconded.

Adjournment 7:30pm

Next Meeting: April 13, 2015