

**Your Home Public Library**  
**Board of Trustees**  
*Meeting Minutes*

*Monday, February 9, 2015*

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

*Visitors:* Mayor Deemie, Tom Johnson (Village Treasurer), Chip Zeise

Meeting called to order at 5:37p.m.

**A. Receiving Visitors**

No comments from the floor.

Mayor Deemie and Tom Johnson were asked to attend in order to discuss fiscal matters. The Board moved immediately into the discussion. Below is a summary.

Tom Johnson: Problems seem to have started over 3 years ago at minimum. Problems are compounded by the Town of Union's fiscal year being out of sync with village's and the library's fiscal year. This started with the passing of the 414 district in 2004. Budget prep should include  $\frac{3}{4}$  of funds on hand.

Who has is responsible for the modified budget? T. Johnson has been making modifications to the budget adopted by the Library Board of Trustees and transferring funds. He acknowledges that is not the right procedure, and the Board should be making the changes. It was explained, by the Director and the Board that the library has been a separate fiscal entity from the Village since the establishment of the Library District, and the Library Board has full authority over the budget and fiscal matters, not the Village. Furthermore, the Board, not the Director, holds the final fiscal responsibilities. This includes the issue of the loan made by the Village to the Library that was passed as Resolution #28 at the January 20, 2015 Village Board meeting. Such a loan can not be made without the Board approval, but the Board was not given enough time to hold a public meeting to vote on the issue by Open Meeting Law rules.

Tom Johnson also stated that the Village financial reports (green bar sheets) given to the Director monthly are inaccurate. The Board expressed concern that it that this was not told to us when we invited Mr. Johnson to the December 9, 2013 Board meeting. The question of how the Director and the Board are expected to keep up to date on the budget if inaccurate financial reports are received from the village. L. Bryan wants to know where/when the money started to be applied to the wrong years from budget year to budget year (i.e. the tax revenues collected for 2011-2012 are applied immediately, instead of at the start of the next year,) and why. Also, how does the Village compute the Library's share of NYS Retirement and Health Insurance costs?

Mayor Deemie explained the JCI line item: we still pay on the debt service, but the contract was cancelled because it wasn't finically useful.

Moving forward for this fiscal year: We will have to build the budget for this year without a reserve. S. Maximiek asked what would happen if the Board, in the interest of trying to create a financially secure budget, wanted to pay back the "loan" installments. T. Johnson indicated that wasn't going to happen. The Board stressed that the Village is to act as a pass through for the Town tax money,

and the implication that the Village would be removing monies from this pool was not allowed under section 259 of Education Law.

L. Bryan brought up that without a reserve it will be very difficult to move ahead with building maintenance – particularly plumbing – without this money. Mayor Deemie agreed that the Village needs to be more proactive in helping with these larger expenses as this is a village-owned building. He suggested that we have a Board member bring these issues to Village Board work sessions (as the need arises, the Board President will email him directly to be placed on the agenda). The meeting concluded with the understanding that both the Board and the Village wants to understand fully what has happened, and wishes to move forward in a productive manner. To this end, the Mayor suggested that small committee start meeting regularly try to establish what has happened. L. Bryan will follow up with him to get this started.

**B. Approval of Minutes**

Minutes from January 2015 meeting approved, R. Deemie moved. D. Bartlow seconded.

**C. Communications/Correspondence**

None submitted

**D. Schedule of Claims:**

There was a discussion about what formula is being used to determine our portion of retirement contributions, and if we are contributing for employees not eligible for ERS. L. Byran will trying to get more detail on this from the Village, along with health benefits since it is not clear why those numbers go up in year we would expect them to go down. R. Deemie moved to approved, D. Knight seconded.

**E. Library Directors Report**

Andrea is still working the Annual Report to submit to NYS.

**F. Old Business**

- a. Broome County Public Library District: The County Legislature has asked for another \$20,000 from each of the 4 libraries to put into a fund to go to related legal fees. It is not clear how much control the participating libraries would have over this fund, and it was our understanding that the money we agreed to give was for both the lawyer and consultant. The Board declined to consider a second resolution at this time.

**G. New Budget**

Tabled to next meeting

Move to adjourn 7:39. S. Maximiek moved, L. Byran seconded.

**Next meeting: March 9, 2015**