

November 9, 2021 - Pulteney Library Minutes from October 12th, 2021

Attendance; Carol McGill, Liz Ryder, Ellen French, Nancy Cole, Luanne Graulich, Debbie Yastremski, Fred Schulte, Ellen French, Barbara Radigan , 2 visitors from the Family Resource Center, Absent; Elizabeth White

- President Carol McGill called the meeting to order at 7 pm

Meeting Minutes Provided by Deborah Baran and filed on Share Point

Minutes read. In tonight's trustee meeting, one correction on a name change

Motion to approve; Fred Schulte 2nd the motion: Debbie Yastremski. "All in Favor" Yes – 100% - minutes approval of minutes.

Financial Statements and Report provided by Fred Schulte on Share point.

Net income October 2021, \$59,358, the prior month \$45,518. The item making the difference was the Harriet and Fred Taylor Foundation check was received for \$8500,

Total assets this month was \$1,494,988, this was less than last month's depreciation. The 2020 depreciation was taken in October. On the tax form 990, our assets and depreciation are required to be recorded. The rules, buildings are to be depreciated for 39 years and equipment over 7 years.

Depreciation is normally recorded on the last day of the year, but it was not recorded in 2020. A restatement was issue for PFL's financials, and in October, the depreciation of expense was recorded. (Total depreciation \$48,097 M, Equipment \$22. Building \$26M for 2020).

Bank statements were passed around and signed off on.

Motion to approve Nancy Cole, 2nd the motion: Ellen French "All in Favor" Yes – Financial Reports approved 100%

Additional information on the new depreciation methods applied by Fred Schulte.

The library files a Tax form 990 for a non-profit 501-C3 form.

One new change – the IRS will not accept a paper filed. An electronic filing source was found and used. Organizations with incomes greater than \$100,000 and PFL charged \$41. Next years the library will be under the \$100,00 and there will be no fee.

The 990 form is finished for 2020 and reviewed by the board. Filing date is Nov 15, but it will be filed tomorrow – October 13.

Finally, the financial audit report for year ending 12/30/2020 was completed and issued by Sharon Daggett.

"No significant issues were discovered in the review and the numbers presented at the year's statement appear to be complete and accurate.

Visitors from The Family Resource Center of Yates and Steuben County

Visitors; Linda George and Sarah Clencowe – Office of Children and Family Resources

- Our visitors to have conversations and updates
- Family Resource Center, Family literacy and current education.
- The Family Resource Center – here every Wednesday. Originally opened in Jan 2020 for 2 months then closed for Covid. Reopened in October 2020 to current date
- Provide a variety of Family services such as family support and coaching, parents education, and Drop and play for children,
- Requested if there was closet space available to store Pro-Action materials
- New hours at the library for Pro-Action – hours in morning better for children

Directors Report: by Barbara Radigan (see letter on SharePoint for more details)

The Director's Report is very detailed and complete. Please reference this document.

Old and New Business

- Peek Land -Don Peek asks the lawn be rolled in the spring
- Winter Lawn Fertilization – request for volunteers, on a Saturday morning, weather permitting
- The library's mask policy will remain intact for the next month
- Jessica, the library assistant, has resigned. Newspaper ads in the Shopper will be placed and on social media for recruitment.
- 2021 Annual Meeting to be held on Saturday, November 13, 2021, at 11 am. An agenda item is the new policy updates.
- Community Room Policy- Barb Radigan and Carol McGill has reviewed the policy and amended the text on the fees for usage of the community room. The new wording, "the \$25 fee can be waived at the discretion of the Library's director".
- "Wynter" McGill, whose owner is Carol McGill, is this Library's new Therapy Dog. Wynter has just received his certification and will be visiting the library. Carol is his handler and will be there with Wynter when she is not part of the PFL event.

Motion to adjourn; Fred Schulte, 2nd the motion: Debbie Yastemski Yes 100% – meeting adjourned.

Secretary
Deborah Baran