

February 27, 2019 Minutes
SFL Board of Trustees

Meeting opened at 6:32 PM.

Present: David Robinson, President, Caroline MacArthur, Director, Bridget Rymer, Larry Jungblut, Mark Heidemann, Martin Faint, Heather Romanelli.
Excused: Cheryle Amara, Bernadette Taplin, Chris Gallagher.

Also present to review audit of library: Al Coster of Baldessari & Coster LLP.

Audit overview: Al Coster reviewed library audit with the board. Library's accounting is materially accurate and up to code, following standard accounting practices. The library has been incrementally depleting its fund balance by budgeting for a loss and covering with contingency funds. Al suggests we stop this practice in order to rebuild the library's general fund balance.

Due to Cheryle's absence, January's warrant will be reviewed along with February's at the March meeting.

Minutes 1/23/19 approved. Larry moved to accept; Mark 2nd; unanimous.

Treasurer's Report: no questions; reviewed and approved.

Director's Report: Caroline reported positive feedback from staff tours. She is working on floor plan for staff, and furniture plan. She expressed concern about furniture budget, the last significant expenditure of the project.

Finance: After discussion of specific items within the library's budget, it was decided to vote on the budget next month. Larry withdrew his motion to approve the budget, and instead moved to approve the tax levy of \$915,790. Heather 2nd; approved.

David reported that it appears unlikely we will be able to reverse the library tax hike after 5 years, as we promised, based on renovation cost. There was discussion that raising funds may mitigate this situation and allow tax to return to its previous rate.

Finance committee will look into moving some of our funds from riskier to more conservative investments, since monies will be needed to pay renovation bills in the short term.

Policy: Policies concerning circulation and exhibits were reviewed. Martin moved to accept Circulation policies; Bridget 2nd; approved. Exhibits and Displays policy needs revision based on renovation; will be re-presented. Marketing agreed to take on outreach to community groups concerning the library's exhibit and display opportunities.

Personnel: No report.

Long Range Planning: No report.

Buildings and Grounds: No report.

Marketing: plan to meet with Jim Faulknor of Right Now Marketing the week of March 4. Going forward, monthly report on marketing initiatives will be communicated. Negotiation of next annual marketing service contract is upcoming.

Construction/Renovation: Walk thru scheduled for Friday, March 1. Continued good progress.

Old Business: None.

New Business: None.

Larry moved to adjourn; Bridget 2nd; unanimous.

Meeting adjourned at 7:24 PM.

Executive session opened at 7:25 PM; adjourned at 7:33 PM.

Respectfully Submitted,

Bridget Rymer
for Cheryle Amara
Secretary