

FLETCHER MEMORIAL LIBRARY BOARD OF DIRECTORS

January 13, 2022

Present: Cardwell (chair), Astin, Burten, Davis, Haldas, Kaye, O'Brien, Regan (board), Andstrom, Larsen (librarians)

Absent: Murtha

Call to order: 4:08 PM

Audience for citizens: None

Seating of alternate: None

Approval of minutes: Amend Nelson Fund statement. Motion to approve with amendment by Haldas, second by Regan. Unanimous approval.

Book-keeper's report: Discussion: book-keepers report does not yet reflect Capital Expenses, or where funds are coming from. Haldas: we need to have a 'Capital Improvement Fund' in order to plan for future expenses. Cardwell: we do have a Five-Year Plan. Book-keeper's report accepted.

Librarian's report (Larsen, assisted by Andstrom): Healthy attendance reported for last month.

Groups: In-person Story Hour has been delayed to to virus. Plans for Wednesday Craft programs to start up Feb. 2.

Other: Andstrom is attending monthly library science methodology seminar. New bookcase for children's room has been delivered and set up by Mark Andstrom. Paid for out of State Grant.

156.5 volunteer hours reported.

Assistant Librarian's report (Larsen): None

On-going business:

1. Budget planning. [Doc: FM Budget Estimate 2022]. Need to add 2 AC units for this summer..add to Five-Year Plan. Budget to be revised. Budget to be voted on by Board after receiving revised Budget. 2022 Revised Budget and Five-Year Plan to be circulated by email to Board members by end of five business days.
2. Dehumidifier (gift of Murtha) has been installed (Haldas, Davis). Need to keep track of electrical bill to determine monthly cost of running unit.
3. Discussion of book-keeping options. A. Norton to retire ASAP. Mike Rubin (Shane Navratil) willing to take on monthly book-keeping responsibilities, estimated cost to us may be less than \$150/mo., esp. if bill payments can be automated. Note: MR already does our year-end accounting. B. Report on 1.11.22 visit to Key Bank [KB] to

discuss our account (Cardwell, Davis). Possibility of using their Automated Cash Flow System [ACFS] to make our monthly payments for us. Cost est. \$50/mo plus \$5 per extra access for Shane Navratil. Possibility to use KB's ACFS system on a free 2-month trial basis. (We can use this time to see how it interacts with Shane Navratil)

MOTION to transfer all records from Norton to Shane Navratil and Key Bank; to use KB ACFS for the 2-month trial; to use same 2 months to integrate Mike Rubin into our monthly book-keeping system; and to finalize all financial arrangements by the end of two months. Motion by Davis, 2<sup>nd</sup> by Haldas, Unanimous consent.

4. Note: Thank you note to be written to Norton (Trecker, communicating sec'y).

New business: None

Request: Request for agenda item [Regan] to be added to agenda for next meeting, to discuss how to recognize the efforts of FML volunteers, inc. who they are and what they do, possibilities of assigning particular titles based on their functions. TBC

Adjourned: Motion to adjourn Haldas, 2<sup>nd</sup> Regan. Mtg adjourned w unanimous consent at 5.25 PM

Respectfully submitted,

Mark Davis, secretary