

## AFL Board of Director's Meeting: January Minutes

Meeting Date: 1/18/18

Call to Order: 5: 03

VP Zabriskie

Time

By

### BOARD MEMBERS

Present Excused

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Steve Moolin			Ellen Wikstrom		
Kelley Zabriskie	X		Stephanie Zuber		
Debbie Hoke	X				
Barb Blom	X				
Brian Brown	X				
Jim Burkett	X				
Ed Easter	X				

### OTHERS:

Present Excused

Sandra Groth	X	

	1 <sup>st</sup>	2 <sup>nd</sup>	In Favor	Oppos
<p><b><u>Agenda</u></b></p> <p><b>Agenda Approved with Tax Cap Levy Resolution added under Treasurer's Report</b></p> <hr/> <p><b>Vote- Jim Burkett as Preservation Committee member</b></p> <p>Preservation Board now consists Ellen, Jim, Steve, Brian and Brian is appointed chair. Jim is treasurer.</p> <p><b>Vote - Steve Moolin as AFL Board member replacing Elaine Meyers</b></p> <p>Motion to add Kelley Zabriskie, Steve Moolin, and Jim Burkett as co-signers of AFL checks and removal of Meyers and Heinekamp from co-signers.</p>	<b><u>Easter</u></b>	<b><u>Brown</u></b>	<b><u>6</u></b>	
	<b><u>Brown</u></b>	<b><u>Hoke</u></b>	<b><u>6</u></b>	
	<b><u>Burk</u></b>	<b><u>Hoke</u></b>	<b><u>6</u></b>	
	<b><u>Brown</u></b>	<b><u>Easter</u></b>	<b><u>7</u></b>	
<p><b><u>Minutes:</u> Move to approve December minutes</b></p>	<b><u>Moolin</u></b>	<b><u>Easter</u></b>	<b><u>7</u></b>	
<p><b><u>Committee Reports:</u></b></p> <p><b><u>Building Preservation:</u> Steve noted that needs will always be ahead of budget and will send an updated list of priorities. Suggestion that an outside company be hired for a building inspection in a few years.</b></p>				

	1 <sup>st</sup>	2 <sup>nd</sup>	In Favor	Oppos
<p><b><u>MOH Report:</u> Distributed.</b></p> <p><b><u>Fundraising Committee:</u></b></p>				
<p><b><u>Director's Report:</u> Question about goals, Sandy clarified that they were in regard to the back room which should be done by May. Brief discussion about the new website, looks good, suggestion to add short bio of the Director.</b></p> <p>-----</p> <p><b><u>Treasurer's Report:</u></b></p> <p>Account balances were presented, no questions.</p> <ul style="list-style-type: none"> <li>• <b>Projected 2018 Operating Budget</b> <ul style="list-style-type: none"> <li>• <b>Motion to establish Morgan Opera House donor restricted and board designated endowment accounts.</b></li> </ul> </li> </ul> <p>In an effort to clarify the status of the restricted accounts of the Aurora Free Library designated for the building known as the Morgan Opera House, and establish policy guidelines about such restrictions and the use of said money it is moved:</p> <ol style="list-style-type: none"> <li>1. That the donor designated, permanently restricted money which totals \$51,773 as of December 31, 2017 be designated as a permanently restricted endowment account, the corpus of which is inviolable and the earnings of which may only be used for maintenance and improvements on the building,</li> <li>2. That the donor designated temporarily restricted money which totals <u>\$63,848</u> as of December 31,2017 be identified by the Aurora Free Library board as a board designated endowment, the earnings of which may only be used for maintenance and improvements on the building, AND</li> <li>3. That the annual distribution of earnings on the endowment accounts to the operating account for the purpose of building maintenance and improvements be limited to up to 4% of the corpus value as of December 31 of the year prior to distribution of the earnings.</li> </ol> <p><i>In the context of the motion made and adopted, Morgan Opera House refers specifically to the building which houses the Aurora Free Library and the theater housed therein. The motion in no way implies that the money held in the heretofore designated endowment whether as part of the donor designated permanently restricted funds or the board designated endowment funds is for the theater operated in the building, said theater operating under the same name,</i></p>	-----	-----	-----	-----
	<b><u>Moolin</u></b>	<b><u>Burke</u></b>	<b><u>7</u></b>	

	1 <sup>st</sup>	2 <sup>nd</sup>	In Favor	Oppos
<p><i>'Morgan Opera House.'</i> The endowment dollars and the earnings therefrom are for the sole purpose and use of maintaining and improving the Morgan House building.</p> <ul style="list-style-type: none"> <li>• Discussion of how to spend \$6,439 designated for energy efficiency. It was determined that the Preservation Committee will keep an updated list of repairs, and a column for funding sources will be added.</li> <li>• Letter to Senator Helming- application for bullet aid. Sandy and Barb will write a proposal for programming for 10,000.</li> <li>• Tax Levy Resolution</li> </ul> <p>Whereas, the adoption of the 2018 budget for the Aurora Free Library may require a tax levy increase that exceeds the tax cap imposed by the state law as outlined in General Municipal Law Section 3-c adopted in 2011; and</p> <p>Whereas General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it</p> <p>Resolved, that the Board of Trustees of the Aurora Free Library voted and approved to exceed the tax levy for 2018 by at least the sixty percent of the Board of Trustees as required by state law on January 18, 2018</p> <ul style="list-style-type: none"> <li>• Motion to approve budget.</li> </ul>	<p><u>Hoke</u></p> <p><u>Easter</u></p>	<p><u>Moolin</u></p> <p><u>Moolin</u></p>	<p><u>7</u></p> <p><u>7</u></p>	
<p><u>Old/Regular Business:</u></p> <ul style="list-style-type: none"> <li>• Annual meeting and invitations to committees— Preservation, MOH, Book Lovers' Ball. Decision about Annual Meeting will be finished via email.</li> <li>• Request for \$378 for Sustainable Library Certification Program (tabled until February)</li> <li>• Fund raising by Preservation Committee and coordination with Fund Raising Committee (tabled until February)</li> </ul>				

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<b><u>New Business:</u></b>				
<ul style="list-style-type: none"> <li>• <b>Discussion to clarify December board request to revisit proposal to increase salary line in budget. Sandy has been charged to prioritize, clarify what can be delegated to staff, volunteers and the board. Revisit whether it is beneficial to have staff with volunteers or have better trained volunteers.</b></li> <li>• <b>Library closing policy: Director will decide when and if to close due to weather or other event, and will inform President, and put it on the Facebook and website.</b></li> </ul>				
<b><u>Announcements:</u></b>				
<b>Resignation of Scott Heinekamp as Preservation Committee Treasurer and Elaine Meyers as President of the Board of Trustees noted and accepted.</b>				
<b><u>Meeting adjourned: 7:10</u></b>	<b><u>Moolin</u></b>	<b><u>Brown</u></b>		

**Reports Distributed: MOH report submitted by Ellen Wikstrom Preservation report submitted by Steve Moolin**

**Dates of 2018 Board Meetings: All meetings will be at the Aurora Free Library at 5 p.m. unless announced. Board Meetings, February 15, March 15, April 19, May 17, June 21.**