**Northville Public Library**

**Board of Trustees**

**December 19, 2023 Minutes**

**Present:** Michael Burnett (Retiring Director), Alisha Rivera-Holmes (Director), Stella Williams, John

Knapp, Beth Junquera, Mike Feldman, Shirl Doherty, Richard Cole, Cristen Shepard

Stella Williams (President) called the meeting to order at 6:29pm.

**Secretary’s Report:** Minutes from the October meeting were approved. (Shepard, Knapp)

**Treasurer’s Report:** The October and November reports were approved unanimously. (Knapp,

Williams)

**Director’s Report:** Mr. Burnett provided attendance and circulation stats for October and November, with a comprehensive report of Holdings and Circulation.   Installation of security cameras and equipment completed on October 3, the final invoice was paid with grant needing completion by June.   A $400 Mini Grant was received toward the system. Our portion of OVERDRIVE and the additional digital programs for 2024 will be $1557.91.  A “tech help” link is now on the website.  (Feldman, Cole)

**Budget and Finance:** Mr. Burnett reminded us that we needed to make a motion to override the

established 2024-25 tax cap if we need to.  Knapp made the motion, seconded by Feldman with all voting aye.  Rich Cole explained the progress made in realigning the financial

accounts to be in compliance with the IRS.  The Northville Public Library Foundation now has certification of incorporation, there is a compliance plan and bylaws in place for the Endowment Fund, the EIN (Employer Identification Number) has been established with the Federal and State synchronized. The 501C3 application has been filed with a response due in the next 60 days.

Knapp made a motion that $10,000 to be held in a general fund checking with Morgan Stanley, the remaining monies to be divided with one third going into a 1-month CD and two thirds into a 12-month CD. All future monetary donations will be added to the Endowment Fund, with the Board determining the allocation within the fund. The motion was seconded by Feldman with all voting Aye.

Cole made a motion that an amendment be made concerning the Endowment Fund which would allow the Director use of up to $6,000 annually for a working budget. Motion was seconded by Feldman with all in agreement.

Mr. Burnett stated that the 990 Form for tax-exempt organizations needs to be completed by Byxbee CPAs, generally it is due December 1, but an extension was taken, so it is now due May 15, 2024.   He also asserted that the Supplemental Accounts at NBT would need new signers to be established.  Rich Cole made the motion that Mike Feldman and Beth Junquera would be the authorized signers of the five NBT supplemental accounts, Memorial Acct = 0424010177 Building/Capital Fund = 8500205882  Technology Fund = 8500338815   Reserve Fund = 8500373564  Endowment Fund = 8500339129 (The Endowment and Memorial Fund will be transferred to Morgan Stanley shortly) Motion seconded by Knapp with all voting Aye.   Mr. Burnett also emphasized that the budget must be made and approved by the March 2024 meeting.   Stella Williams brought up the need to cover the dental insurance for Director, Alisha Rivera-Holmes, discussion ensued with the matter being tabled.

**Building and Grounds:** Knapp broached the subject of window replacement, questioning how to best tackle the issue.  The matter was discussed with questions raised concerning the timing.   Mr. Burnett strongly suggested talking to Eric Trahan @ MVLS regarding timing of the NYS Construction Grants.  Cole made a motion to develop an RFP (Request for Proposal) seconded by Knapp with all agreeing.

**New Business**: We will host a welcoming reception for our new Director, Alisha Rivera-Holmes on

Tuesday, January 16th, 2024;  4-6pm.  Snow date of January 23rd.

**Friends:** The Holiday Basket Raffle brought in $538.

**Next Meeting:** Tuesday,January 19, 2024, 6:30 pm            **Adjourned:** 7:46 pm

Respectfully submitted, Beth Junquera(secretary)