

## **Literacy Volunteers of Sullivan County**

### LVSC Board Meeting Minutes

December 14, 2021

Members present: Dawn Ryder, Al Feller, Jill Atkins, Gay Donofrio, Luis Alvarez, Leo Glass, Angela Dutcher

Members absent: Patricia Deagle, Vivian Ginsberg, Alison Mastandrea, Nicole Newick, Lillian Tighe

Acceptance of Minutes: Al/Gay

#### **President:**

Thank you to the board for everything you've done as 2021 comes to an end. The book store continues to do well.

#### **Treasurer:**

The bottom line remains steady. Miscellaneous on the report contains travel, advertising and one time contractor payments. We may need another fuel delivery and we may go over budget.

The bookstore sales are down from last year due to the lack of book sellers. We're doing great year to date.

The recommendation is to transfer \$3,000 from the bookstore and \$7,000 from the money market. \$3,000 will have the bookstore showing as negative, we may need to take \$500 from Past Perfect or additional funds from the money market. Gay made the motion to approve the transfer (including funds from Past Perfect or additional money market funds) and treasurer's report, seconded by Al.

#### **Personnel:**

Dawn has the approved contract for the Executive Director which amends the 1/15/16 contract. The contract is for one year and renewable annually unless amended. The salary is \$37,000 with a Monday through Friday workweek with special events as necessary. The Director will be reimbursed for personal vehicle use as per the IRS rate (currently \$.56/mile) and reimbursed \$50 per month for the use of their personal cell phone. Leo made the motion to approve the signing of the contract, seconded by Al.

Angela put together an employee/volunteer spreadsheet to show hours worked. This will be given to the board every month starting in January. This will make it easier to track hours for the 990.

Angela would like to sign up for HRM which is a regional HR organization. The annual fee is about \$300 which includes training options. Al made the motion to approve the purchase, seconded by Luis.

Dawn met with Stewart and he wanted to thank the board for his bonus and raise.

Julie is leaving. She has been replaced by Angela's stepdaughter for the time being.

#### **DIRECTOR'S REPORT:**

See attached report.

\$2,750 received from the annual fundraiser. Catskill Hudson, Jeff Bank and Stewart's all donated and were thanked on Facebook.

PPP loans were forgiven.

Aileen Gunther grant should be coming soon.

We received the first quarter ALE money.

The legislature voted today on the budget.

Our high school prep class is doing well.

The Lifeway Center ESL class will be starting in January. Registration will be through the Lifeway Center.

Not many one-on-one classes are happening right now due to the pandemic. Classes are going well, however we may not meet our ALE numbers.

**NEW BUSINESS:**

Luis will work on trying to get the word out for ESL learners. Leo noted 30% of the Monticello School District is Hispanic. Some parents may benefit from the help of ESL classes. Fallsburg and Liberty have also seen significant increases in their Hispanic populations as well.

Gay mentioned local churches may be good resources for finding potential ESL students. Luis will reach out to local school districts and churches.

In Liberty we may need to find a location, the library may be a possibility. We would also need to find a willing tutor.

Meeting Adjourned: Leo/Gay