

Literacy Volunteers of Sullivan County

LVSC Board Meeting Minutes

December 8, 2015

Members present: Leo Glass, Jill Atkins, Barbara Kaufer, Christine Ahlberg, Audrey Borella, Gaye Donofrio, Vivian Ginsberg, Marc Mendelsohn, Lillian Tighe, Connie Keller, Angela Dutcher, Ginny Connell

Members absent: Patricia Deagle, Jane Sorensen, Linda Browne, Margaret Hotchkin

Acceptance of Minutes: Marc/Barbara

REPORTS:

President:

Leo requested the board go into Executive Session to discuss upcoming events.

Treasurer:

The Treasurer's Report was reviewed. Connie suggested transferring money out of the Past Perfect account. \$1,000 will be transferred from Past Perfect and \$4000 will be transferred from the money market. Approved: Gaye/Christine

Leo asked Pat to become active on the board again. She has not responded.

Bookstore:

The Bookstore is doing well. We have made over \$6,000 more than last year at this point in time. We have received our new shelving and front counter!

COMMITTEES:

Personnel:

The committee was supposed to meet last night but Connie was unavailable. The committee will meet soon. Barbara is no longer coming in on Saturdays. Skye and Diane are both here on Saturdays. Diane has been paid \$60 per Saturday. Diane may be leaving so we may be paying Skye the \$60. Vivian suggested that both Diane and Skye be paid if Diane stays. Connie recommended this will all be discussed by the personnel committee. Skye, among others, would like to be the bookstore manager. Leo asked all board members to consider volunteering on Saturdays.

Strategic Planning:

Marc offered to join the committee. Connie prepared binders for all board members. The binders were distributed to the present members.

By-Laws:

New by-laws were handed out and reviewed. Leo suggested the board review the updates and it will be voted on at the next meeting. Please bring any questions.

Student/Tutor Recruitment and Retention:

Christine will join the committee. She will reach out to the ladies at the Liberty library to see if they have any potential students.

Bank Tag:

Christine spoke to First Niagara in Liberty and scheduled the bank tag sale for April.

Board Development/Nominating:

Leo asked if anyone would like to volunteer for the Vice President position. Please think about taking the role until the next election.

Dessert Extravaganza:

The committee will meet. A date needs to be scheduled – 2/21 or 2/28.

Energy:

The committee needs to meet. Fellenzer plans for the HVAC system have come in. Leo will go back on the committee. Dawn also agreed to work on the committee.

Leo is opposed to allowing former board members on the committees. Marc agreed. He suggested looking for a board member with facilities management experience to sit on the committee. Connie said it is ok for former board members to continue to provide their help according to our bylaws. Dawn has been on the committee for a long time and has lots of experience. Vivian and Gaye agreed with Connie. They suggested it's important to continue leveraging former board members' knowledge if they agree to help.

The committee has to review the plans Fellenzer has prepared for bid. Connie will call Dawn tomorrow. Connie recommended asking Fellenzer for additional detail if needed. Leo and Marc discussed not questioning the plans too much.

Leo recommended putting the project out to bid as soon as possible. Marc said we'll need three bids as it is a federal grant. Vivian asked if there are additional restrictions. Connie will research. Connie recommended having George Popp attend the committee meeting.

Finance:

Marc suggested adding two board members to the committee as our treasurer is inactive. The board agreed.

DIRECTOR'S REPORT:

The US Dept of Ed has a mortgage on our building in a way. After 30 years it will be ours. Dept of Ag will be taking a mortgage on the building. The Dept of Ed has sent their consent to the mortgage. Marc pointed out the non-grant/loan portion needs to be spent first. Leo pointed out that the payment to the engineer has already met this requirement. The board voted on the consent to mortgage. The motion was made by Gaye, seconded by Marc.

The consortium required that we support minority and women owned businesses. The board was given literature to review. Constable Custodian is registered, helping us meet this requirement.

Ginny mentioned a law firm in Manhattan donates and delivers recycled paper to us. We currently have four cartons.

Silverman Mechanical came to service our oil burner. Parts were replaced. He was able to find used parts and save us some money.

Connie recommended the board write a letter of thanks to the board of the Crawford Library for their generous furniture donations. The board agreed.

Connie mentioned that we are in need of additional signers on our Catskill Hudson accounts. Leo suggested it be the VP, if a board member would agree to accept the position. No board member agreed to be VP yet. Gaye and Vivian volunteered to be signers and everyone: Leo, Barbara, Gaye and Vivian must go to the Catskill Hudson Bank to sign new cards. Vivian and Gaye must bring driver's ID. Mary Witthohn is person to speak with.

Meeting Adjourned: Audrey/Christine