

The Cortland Free Library's Board of Trustees met at the library at 8:00 AM on September 23, 2015. Members present: Mrs. Diane Ames, who presided, Dr. Nick Esposito, Dr. Laura Gathagan, Ms. Mimi Griswold, Ms. Kathleen Hennessy, Mrs. Georgette Ogle, Mr. Russ Ruthig, Dr. Randi Storch, Mrs. Linda Eberly and Ms. Jacie Spoon, Library Director. Members excused: Mr. Mike Anderson, Mrs. Vivian Bosch, Mr. Aaron Hart, Dr. Mark Martin, Mr. Myron Walter, and Mr. John Whittleton.

Minutes, bills, and payroll were reviewed. The revised minutes will be sent to board members. Dr. Esposito stated that the library's policies and procedures in regard to meeting minutes are consistent with state law requirements. Ms. Hennessy moved the acceptance of the June, July, and August bills and payroll, along with the June 2015 minutes; the motion was seconded by Dr. Gathagan and passed.

President Ames announced the date of the FLLS's Annual Meeting on October 16 in Ithaca.

Director's Report (see full report)

1. A 60 month contract with Ricoh has been signed to lease a new color photo copy machine (with a coin box) at a monthly fee of \$116.25.
2. The Arts and Wine Fest book sale netted \$243.56. Books are now being accepted for the Pumpkinfest sale on October 3-4.
3. Staff members are availing themselves of professional development webinars.
4. Director Spoon is writing a grant application to supplement First Friday events
5. Zinio's Digital Newstand (see bookmark), which focuses on published magazines, is now available on the library's website.
6. The DVD/CD collection is growing, and requires more storage. Director Spoon proposed funding a second cabinet.

Committee Reports:

Technology. Mrs. Ogle reported that the IT room is air-conditioned at about 72 degrees. The final grant payment of \$12,000 was received on September 22, 2015. The committee plans to meet on October 14 at 4 PM; Mr. Walter is drawing up plans to be discussed at that time.

Grants. Dr. Esposito stated that the McDonald grant, which has a June 2016 deadline, provides a relatively limited time to finance a loan and develop plans for the next phase of the project. A report/update to the McDonald Foundation is due this fall.

Building and Grounds.

1. Mr. Ruthig had requested McPherson builders examine the portico steps area, which has been filled with rubble and remains unsealed. Jerry Stevenson of McPherson has contacted the library and plans to repair the area.
2. Water leakage in the northeast corner of the ground floor/Youth Services continues. The area has been opened up to show the presence of mold and photos were sent to board members via e-mail. Several proposals for addressing the problem have been put forward; more research on the source is needed.
3. An Pleasant Valley Electric has recommended that the building's lights be controlled via switches and not the breaker panel; Director Spoon suggested that this information

could be included in the grant proposal.

Personnel (see job descriptions)

Director Spoon presented drafts of job descriptions for two positions, Assistant to the Director/Circulation Desk Manager and Circulation Desk Assistant/Library Aide.

Following discussion, Dr. Esposito moved, seconded by Ms. Griswold, to accept the job descriptions with deletion of the salary ranges; the motion carried.

Old Business.

1. The Dolly Parton Imagination Library has received donations amounting to \$3270 from 8 businesses and 16 individuals, most recently from Economy Paving (\$300) and Dorothy Sarvay (\$200.) Mr. Ruthig moved the acceptance of the donations; the motion carried.
2. Ms. Gathagan reported that the Stevens' watercolor painting is being stored at the library and will be assessed by Vicky Delaney.
3. Audit Committee. See email attachments sent by Dr. Esposito on September 21 for review and voting at the October board meeting.

New Business.

1. Director Spoon investigated insurance coverage necessary in the event of injury or other problems that might result from animals that are occasionally brought to library programs by the presenters. Bailey Place Insurance will be contacted for further information about coverage.
2. Line of Credit. Dr. Esposito presented the funding needs for the lighting/painting project (Grant #5679), estimated at about \$190,000. Following discussion, Mr. Ruthig moved to provide funding from the library's endowment with Morgan Stanley to finance building projects at a payback rate of 3.5%. The motion was seconded by Dr. Esposito and passed.

The meeting adjourned at 9:10 AM.

Linda Eberly, Acting Secretary

Next meetings: October 28, November 18 and December 16.

Thanks to Laura G., October's secretary and Mimi G. in November!