

Library Meeting Minutes
October 19, 2016

Members present: Mrs. Diane Ames, Ms. Vivian Bosch, Mrs. Linda Eberly, Dr. Laura Gathagan, Ms. Mimi Griswold, Ms. Kim Hay, Dr. Mark Martin, Mr. Russ Ruthig, Ms. Jacie Spoon, Dr. Randi Storch, Mr. Myron Walter, Mr. John Whittleton

Excused: Ms. Kathleen Hennessy, Dr. Nick Esposito

Absent: Mr. Mike Anderson, Mrs. Georgette Ogle

Guests: Theresa Mekeel, Aimee

The Cortland Free Library Board Meeting was called to order at 7:05 p.m. by Mr. Russ Ruthig.

Ms. Jacie Spoon has corrections for September minutes.

Regarding Bills & Payroll:

Ms. Jacie Spoon reported that Utica National Insurance Group has a billing problem. Library has an outstanding bill of \$10,000 plus. We have been covered but UNIG had not invoiced us. Jacie sent an email to the Executive Committee asking for permission to pay \$10,864.06 for building coverage and \$1,633.00 for workers' compensation. Last payment had been September 2015.

Dr. Mark Martin noted that he did not see a line item.

Mr. Russ Ruthig said that \$10,000 seems high.

Jacie answered that she has asked about reducing deductables.

Mr. Myron Walter moved to accept bills & payroll. Ms. Vivian Bosch seconded. Motion accepted.

Regarding Director's Report:

Ms. Jacie Spoon highlighted many items from her Director's Report:

\$200 donation received for repair/restoration of library clock at some point. After much discussion, Mr. Russ Ruthig said spend as little as possible.

Jacie reviewed statistics, mentioned the open house attendance, Unique Management System, the One Card system and the Adult Book Club.

Mr. Russ Ruthig noted that the Executive Committee approved sending a condolence card to Tammy due to the death of her brother.

Regarding Buildings & Grounds:

Mr. Myron Walter has been in contact with two other AC installers and HVAC colleagues. He said he should hear back within a month. Ms. Vivian Bosch suggested that ceiling fans be considered. Mrs. Diane Ames asked about status of big fan in attic. Jacie responded that Georgette checked into company and it is still in existence. She

noted that they have been cracking open upper windows. Mr. Russ Ruthig directed Jacie to ask Bill Klein.

Regarding Community Relations: no report

Regarding DPIL:

Ms. Vivian Bosch reported that the program is going well. She will be sending out letters encouraging contribution (minimum \$100) to the Cortland Community Foundation as a donation earmarked for the DPIL. The Foundation awards \$30,000 to community.

Regarding Finance:

Dr. Mark Martin reported that he had followed up with the fee structure with Morgan Stanley. Flat fee report is 1% of asset value. Mark says it won't save us money but will give us fiduciary responsibility. Mr. Russ Ruthig explained to Mr. John Whittleton that the Board has discussed changed to a fee-based plan last week. He asked John to think about our needs. John responded by asking who is going to manage funds. He said we still need someone. He noted that the industry is going to fee-based accounts. It protects the investor.

Mark moved to change to a flat fee agreement with Morgan Stanley
John seconded. Motion accepted.

Russ moved to make John an authorized recipient of the Morgan Stanley statements.
Dr. Randi Storch seconded. Motion accepted.

John noted that our account is up 9.8% since January 1.

Regarding Grants:

Ms. Jacie Spoon reported that she has applied for a Documentary Heritage Program grant. She noted the picture framing cannot be included in this grant.

Regarding Long Range Plans: no report

Regarding Nominating Committee:

Ms. Vivian Bosch reported that she will be getting in touch with members to see if they will continue in 2017.

Regarding Personnel Committee:

Ms. Vivian Bosch reported that phrasing for Personnel Manuals – Employees cannot work more than 40 hours per week or 75 hours per pay period without prior authorization- was approved. She added that the proposed termination policy was approved and that she is reviewing material for the Library Director's Job description.

Regarding Technology: no report

Old business:

Regarding the paintings, Dr. Laura Gathagan says she will chat with Ms. Jacie Spoon about the possibility of grants to cover costs of work to fix/repair/restore/reframe watercolors.

Laura moved to commit to either new frames or reusing old frames.

Mr. Myron Walter seconded. Motion accepted.

Regarding the Keri doors, Jacie reports that the system appears to be working but she is still waiting for manual locks.

New Business:

Regarding Friends of the Library, Ms. Mimi Griswold inquired about the possibility of starting this type of group. Discussion included limited basis, something to think about, annual solicitation. Mimi will look into possibility.

Regarding balconies, Ms. Jacie Spoon reported that there have been problems with the restoration. The restoration company misidentified the original material of the balconies in their original estimate. Jacie is asking for additional money to cover their most recent invoice. Additional labor, materials and type of welding was involved as well as a change to the mounting structure which increased the cost of the work beyond their original bid. The balcony restoration is covered with a 2010-2011.

Mr. John Whittleton asked if the invoice was negotiable.

Ms. Vivian Bosch asked if there is any money left from the grant.

Jacie responded no.

Mr. Russ Ruthig inquired how the bid was written as this is a 25% increase.

Mr. Myron Walter moved that we pay the extra charges.

Dr. Mark Martin seconded. Discussion followed.

It was noted that in the future, this company needs to be aware that they cannot do this. Mrs. Diane Ames asked where the money was coming from and suggested it would be wise to wait until Dr. Nick Esposito is back. Vivian added that we can find out from Nick where the money is coming from and then go ahead and pay the progress invoice.

Regarding Disposition of Goods, Ms. Jacie Spoon said she was following up on finance policy workshop and said we should have policy in place.. She distributed a proposed Disposition of Goods policy. Dr. Laura Gathagan moved to approve the Disposition of Goods policy. Mrs. Diane Ames seconded. Motion accepted.

Regarding Unemployment Insurance options, Ms. Vivian Bosch asked if we could save money on Unemployment Insurance from NYLA. Ms. Jacie Spoon reported that she hadn't read through the article. Vivian asked if this was an issue for Finance Committee or Personnel Committee. Jacie noted that she is investigating changing to Paychex Payroll Service to save money and also save on Worker's Compensation insurance. She will meet with Paychex rep and report to Personnel Committee or Mark. Dr. Mark Martin

noted that Paulette Fry has experience with Paychex and we should get in touch with her. Everyone on the committee seemed to know Paulette and her contact information.

Regarding Petty Cash policy, Ms. Vivian Bosch moved to accept the Petty Cash policy. Mr. John Whittleton seconded. Dr. Mark Martin noted that petty cash is different from the cash drawer. Motion accepted.

Other business:

Mr. John Whittleton reported that \$110,000 loan has been paid off. He asked if other financing was secured. Mr. Russ Ruthig said that we were to spend up to \$150,000 borrowed from ourselves. John noted that we should record transaction as loan to ourselves from the endowment.

Ms. Jacie Spoon brought up the write-off amount for 2009 from overdue fines and such. Mrs. Diane Ames moved to accept \$10, 448.00 write-off from 2009 for auditor. Dr. Laura Gathagan seconded. Motion accepted.

Mrs. Vivian Bosch asked who pays for Board training. Mr. Russ Ruthig said we will determine on a case by case basis. Ms. Jacie Spoon says a statement policy is needed.

Meeting adjourned at 8:45 p.m.

Next meeting is Wednesday, November 16 at 7:00 p.m.