

The Cortland Free Library Board of Trustees met on November 19, 2014 at 8:05 AM. Members present: Mrs. Diane Ames, who presided, Mrs. Vivian Bosch, Dr. Nick Esposito, Ms. Kathleen Hennessy, Dr. Mark Martin, Ms. Georgette Ogle, Mr. Russ Ruthig, Mr. John Whittleton, Mrs. Linda Eberly and Ms. Jacalyn Spoon, Library Director. Members excused: Ms. Mimi Griswold, Mr. Aaron Hart, and Mr. Myron Walter.

Minutes, bills and payroll were reviewed (see packet.) Director Spoon announced that a new employee has been hired, starting at minimum wage, which accounts for a slight decrease in payroll. Dr. Martin, referring to Accounts Receivable in the Statement of Financial Position, asked about the fees/fines category of \$13,052. Director Spoon indicated that amount was probably for this year, and that the subject of fees and fines is under review at this time. Also questioned was the existence of a policy for overdue/lost borrowed books and materials. Director Spoon stated that she would develop a definitive policy. (See November 19 email of proposed policy.) On a motion by Ms. Hennessy, seconded by Mr. Whittleton, the amended minutes*, bills and payroll were accepted.

President's Report.

President Ames read a letter of resignation from the board from Dale Taylor, dated November 17, 2014. Ms. Hennessy, seconded by Mr. Ruthig, moved to accept the resignation with regret; the motion passed. A letter of acceptance will be sent to Mr. Taylor.

Director's Report.

1. Bailey Insurance has provided a form to be submitted by Director Spoon to provide officer coverage, which is currently in the policy.
2. The updated Personnel Manual has been reviewed at a staff meeting; some concerns were voiced and it will continue to be discussed.
3. A letter of intent has gone to Sposato Floor Covering with a selection of colors.
4. A AccuFab representative has visited to evaluate the location of railing for the glass floor mezzanine windows; a quote is pending.
5. The sink hold has been filled and repaired.
6. Main floor windows are still not able to be opened; the contractor has not responded and will not be considered for additional work, e.g. furniture refinishing.
7. A 2015 Arts Decentralization grant application was submitted by Ms. Davison; Director Spoon attended a webinar on the subject and is working on a grant application for 2016. (See full report.)

Committee Reports.

FINANCE. Director Spoon reported that Ms. Davison has not indicated her employment plans; November 20 would be her day to return based upon her leave-of-absence. Ms. Hennessy stated that a proposed budget will be presented at the December meeting. Director Spoon mentioned that the NYS and Local Retirement statement is \$14,901 this year, and that the minimum wage will rise to \$8.75/hour in January 2015.

BUILDING and GROUND. Mrs. Ogle provided linoleum floor samples (Armstrong) for the reading room: Silver City (gray stone) for the center area and Brickhouse (dark red) for the border.

GRANTS. Dr. Esposito reported that a grant of \$25,000 has been secured from the McDonald Foundation for painting, lighting and restoration of the original fixtures in the main reading room with the use of LED (energy efficient) bulbs.

BY-LAWS. Mr. Ruthig recommended that the by-laws include a statement re: grant supervision by board members.

Old Business.

1. Dollywood program. Ms. Bosch reported, as a follow-up to emails on the topic, that a geographical area that might be adaptable to the program is the Randall School district, as it has the highest percentage of students receiving free lunches. The school could be a pilot project for one to two years while funding sustainability is evaluated. Samples of some of the mailed books were available. Director Spoon asked whether participants would need to hold a library card, and mentioned that the MAIL-IT program is able to send books for about \$2 each. Mrs. Bosch is planning to attend a CACTC (Cortland County Communities That Care) meeting on December 8, where a community-based literary program is under discussion.

New Business.

1. Tax District. A recent email reminder from Jean Pellikka of FLLS described a process for overriding the 2% tax cap if necessary for library funding increases (a 60% vote of board of trustee members.) [Email dated Nov. 12] Ms. Hennessy indicated that an increase in 2015 would be advisable, with the expectation of about \$7500 additional income.
2. Memorial gift information may be posted on the library's web site.

On a motion by Dr. Esposito, the meeting adjourned at 9:15 AM
Linda Eberly, Secretary

* See revised minutes of the October 2014 meeting for amendments.

Next meeting: December 17 at 8:00 AM