

The Cortland Free Library's Board of Trustees met at 8:13 AM on January 21, 2015, following the annual meeting. Members present: Mrs. Vivian Bosch, Dr. Nick Esposito, Ms. Mimi Griswold, Mr. Aaron Hart, Ms. Kathleen Hennessy, Dr. Mark Martin, Mrs. Georgette Ogle, Mr. Russ Ruthig, who presided, Mr. Myron Walter, Mr. John Whittleton, Mrs. Linda Eberly and Ms. Jacalyn Spoon, Library Director. Member excused: Mrs. Diane Ames.

The December 17, 2014 minutes, bills and payroll were reviewed. Director Spoon offered corrections to the minutes which will be found in a revised edition. Ms. Hennessy indicated a need for an estimated \$57,000 additional funding for this year's budget. Dr Esposito referred to the current 4% rolling average income from investments per year, and its usual distribution: 55% for books, 35% for the building, and 10% for furnishings. Vice-President Ruthig recommended a separate budget for construction projects. On a motion by Ms. Hennessy, seconded by Dr. Esposito, the minutes, bills and payroll were accepted.

Director's Report (See full report).

1. The Polaris system was upgraded on December 10.
2. Tax preparation services will be offered in the library beginning in February and staffed by VITA volunteers.
3. First Fridays have been very successful. Advertising has been prepared in house and distributed by the Cultural Council and the library. Jenny Clark will be assuming the hostess role.
4. Plaster repair by Duffee's Contracting will be done as a single project for an estimated \$16,000.
5. Security gates. An initial estimate from Demco of \$34,860.83 would provide equipment and installation; the annual service fee is \$915.00. The matter was referred to the Finance Committee.
6. Unique Management System. A 90-day free trial period is under consideration for the collection of fines and fees; the proposal was referred to the Finance Committee.
7. Youth Services. During 2014, 29 Young Adult programs were held with 246 attendees; 219 Children's Programs had 6943 in attendance.
8. Adult Services. In 2014, 250 adult programs were held with 1021 attendees, as compared to 2013 when 552 attended 198 programs.

New members to the board Mike Anderson, Laura Gathagan, and Randi Storch were introduced and welcomed to the board by Dr. Esposito and Mr. Ruthig.

Committee Reports.

Finance. (See copy of budget)

Dr. Martin reported that a salary increase of 1% is proposed for full-time employees; the increase in the minimum wage will apply to several part-time employees. He indicated that it may be necessary to request a monthly increase in funds from Morgan/Stanley to cover payroll this year. On a motion by Dr. Martin, seconded by Dr. Esposito, the proposed budget was approved. Ms. Hennessy, seconded by Mr. Whittleton, moved to engage Port, Kashdin and McSherry to prepare the 2014 audit; the motion carried.

Investments. (see report)

Mr. Whittleton noted the lower return rate of 0.79% in the report, partially attributable to the energy stock holdings. An administrative fee of \$6,050 is charged for managing the portfolio, along with commissions for domestic transactions.

Building and Grounds.

Mrs. Ogle reported that (1) the reading room floor is being refinished now. (2) The committee has met with the architect to discuss the Information Technology/Book Repair Room project,

estimated at a cost of \$59,000. The work is to include asbestos removal, new windows, shelving and a relocation of IT for security reasons. On a motion by Dr. Martin, seconded by Ms. Hennessy, the renovation proposal was accepted. (3) the Fire Department has recommended that guard rails be installed in front of the upstairs windows; the windows will still be operable with railings in place. The estimated cost by AccuFab is \$89,000. (4) The upstairs floor can be repaired for less than \$1000 by Glassworks. (5) The leak in the Childrens/Youth area continues. (6) Dr. Esposito has written to the President (Dennis Darragh) and to the Eastern Manager of Forbo Flooring in regard to the problems encountered with the Children's Room flooring.

Personnel.

Director Spoon stated that part-time employees are doing well, as is Alyssa Harvey in managing the Children's/Youth area.

Grants.

Dr. Esposito raised the question of whether the board is interested in applying for a new grant from the state this year. A possible use would be the creation of a computer teaching room, which would require 1:3 matching funds. The consensus of member was to place a new grant application on hold.

Old Business.

1. By-laws. Vice-President Ruthig is researching the required number of board members.
2. Dolly Parton Imagination Library. Mrs. Bosch reported that the financial commitment of \$30/child/year is unchanged. The Literary Task Force of CACTC is planning to discuss funding and related topics concerned with providing books to young children at an upcoming meeting.
3. Tax District. (See email letter dated January 21 from President Ames to Margaret Boice, Interim Director of Business Services for the Cortland City School District, indicating the library's request to appear on the ballot this year for a percentage increase in funding, and an agreement to override the 2% state cap if the school district does.) This would add an estimated \$7140 to tax income for a total of about \$364,000 for the next year. On a motion by Dr. Esposito, seconded by Ms. Hennessy, the board voted to request the tax increase on the 2015 ballot.

New Business.

Director Spoon reported that (1) No smoking signs are now posted in the building, thanks to the Cortland County Health Department's design and donation, (2) the Finger Lakes Library System has completed its move to a building on Route 366, and (3) Advocacy Day in Albany is scheduled for February 25; FLLS will provide bus transportation.

The meeting adjourned at 9:45 AM.

Linda Eberly, Secretary

Next meetings; February 18 and March 25 at 8:00 AM