

The Cortland Free Library Board of Trustees met on December 17, 2014 at 8:00 AM. Members present: Mrs. Diane Ames, who presided, Mrs. Vivian Bosch, Dr. Nick Esposito, Ms. Mimi Griswold, Mr. Aaron Hart, Ms. Kathleen Hennessy, Dr. Mark Martin, Mrs. Georgette Ogle, Mr. Russ Ruthig, Mr. Myron Walter, Mr. John Whittleton, Mrs. Linda Eberly and Ms. Jacalyn Spoon, Library Director.

The November minutes, bills and payroll were reviewed (see packet.) Director Spoon submitted corrections to be included in a revision of minutes. President Ames circulated a list of board committees for members to consider joining in areas of interest.

Committee Reports..

FINANCE. On page 1 of the Profit/Loss Budget, Ms. Hennessy questioned the total of \$275,000 through November. {See Director Spoon's Finance report, in which a 11/03/14 transfer of \$20,000 was made from CFCU to cover monthly expenses. The tax payment of \$180,076 was received on November 21, 2014.} Director Spoon has highlighted areas of the budget that may vary from the norm; e.g. book purchases spiked in September as Youth Librarian Davidson ordered for the remainder of the year. A bill from Port, Kashdin and McSherry, auditors, of \$5500 was received. On a motion by Mr. Walter, seconded by Mr. Whittleton, the minutes, bills and payroll were accepted.

The 2015 budget is in process by the committee.

INVESTMENTS. Mr. Whittleton reported that \$48,150 has been withdrawn from the Endowment Fund, leaving \$89,736.59 in the account. Ms. Hennessy indicated that the furniture/fixtures allocation could be used in part for the building as a whole. Director Spoon has compiled a "wish list" for repairing building safety issues, such as the ceiling over the Science Fiction area. Mr. Ruthig moved, seconded by Dr. Esposito, to provide Christmas gifts for the staff this year; the motion passed.

Director's Report (See full report)

1. Unique Management Services, a type of book, fine and fee collection agency, reports a 4:1 success rate in finding and charging delinquent borrowers. A trial period of ninety days with the agency is available. The matter was referred to the Finance Committee.
2. The following addition to the overdue items policy is proposed: After 6 months, the Library will not be able to accept the item back. A personal copy cannot substitute for a lost item. Discussion followed on possible changes to the general policy, and the amendment was tabled.

Committee Reports (cont'd)

TECHNOLOGY. Director Spoon reported that a proposal has been received from Plan First Technologies, Inc. at a cost of \$15,644 from grant money. Ms. Hennessy suggested that some funding could be available from Morgan Stanley, with the majority from grants. Mr. Hart stated that the committee plans to meet after the January 21 board meeting to discuss the proposal.

BUILDINGS and GROUNDS. Mrs. Ogle reported that some water has been leaking into the Youth Area; as it is clear, it is assumed to have a source other than the plumbing. Jerry Stevens of McPherson Builders has checked the area, including the roof, and found a gutter channeling water run off; the company plans to design and construct a solution for the runoff water's destination. The windows that refuse to open have not been repaired by Duffy Contracting to date.

NOMINATING. Dr. Esposito reported that those board members whose terms were ending this year have agreed to continue to serve, and that a slate of officers and board members will be presented at the January 2015 meeting.

PERSONNEL. Employee Aimee Dorward has reached the ten-year limit of her commitment to contribute to the NYS and Local Retirement System, and would like to continue to contribute to a retirement plan. The NYS Deferred Compensation Plan is available to her and other eligible

employees, and does not require an employer contribution. On a motion by Mr. Ruthig, seconded by Mr. Walter, board members voted to accept the NYS Deferred Compensation Plan.

GRANTS. Dr. Esposito stated that he had written to FLLS in regard to the increase in informational requirements needed for grant applications, such as specific financial estimates for each item.

Old Business.

The Dollywood Imagination Library. Mrs. Bosch stated that it appears that the main challenge to implementing the program is the need for funding sources; she is researching potential donors. A recent Webinar produced by Monroe County, "Raising a Reader," describes a system run through day care centers, with costs of \$110 per child and a initial fee of \$3000.

New Business.

Tax District. A request to increase the tax amount from the district is required by March 15. Ms. Hennessy stated her support of asking for additional funding within the 2% tax cap.

The meeting adjourned at 9:05 AM, followed by the Finance/Investment meeting with Morgan Stanley investors.

Linda Eberly, Secretary

Next meetings: January 21, February 18 and March 25.