

The Cortland Free Library Board of Trustees met at the library at 8:05 AM on September 24, 2014. Members present: Mrs. Diane Ames, who presided, Mrs. Vivian Bosch, Dr. Nick Esposito, Ms. Mimi Griswold, Mr. Aaron Hart, Dr. Mark Martin, Ms. Georgette Ogle, Mr. Russ Ruthig, Mr. Myron Walter, Mrs. Linda Eberly and Ms. Jacalyn Spoon, Library Director. Members excused: Ms. Kathleen Hennessy, Mr. Dale Taylor and Mr. John Whittleton.

Minutes, bills and payroll were reviewed. The minutes will be revised to correct four typos. On a motion by Mr. Walter, seconded by Dr. Martin, the minutes, bills and payroll were accepted. President Ames remarked that a letter of appreciation of Rosemary and Lee Taylor's years of dedication to the library, sent to their new home in Fort Myers, Florida, would be in order. The secretary will draft and send an expression of the board's gratitude for their many contributions to the institution.

Director's Report (see full report)

1. The sink hole by the Court Street entrance has not been repaired yet by McPherson. It was examined by Jerry Stevenson, who recommended a new dry well.
2. Estimates for mulching the garden areas were high; Director Spoon purchased and applied mulch, with the assistance of a volunteer.
3. A new in-house policy in regard to overdue fines has been instituted: users who owe more than \$10 in fines are not able to use the computers or borrow books until they arrange to and start paying their fines. Results have been positive in terms of paybacks by patrons.
4. Some staffing changes have occurred; Lori Moore is scheduled to work every other week, Alyssa will be covering the Youth Area in Betsy's absence, and Megan O'Gorman is a new staff member. A part-time staff member is still needed.
5. New railings are needed at the mezzanine level, and one north mezzanine railing is in need of repair. On a motion by Dr. Esposito, seconded by Mr. Walter, the board voted to obtain estimates and eventually install/repair the railings. Funding is available in the furniture/fixtures budget category.
6. Director Spoon is looking for grant money that could be applied to air conditioning of the building.

Committee Reports.

FINANCE. Betsy Davison has completed but not submitted paperwork for her maternity leave. Personnel and Finance committees are planning to meet.

TECHNOLOGY. Mr. Hart reported that the computers are currently at FLLS for upgrading. He mentioned an online shopping plan available with Amazon, whereby a donation can be made to a non-profit group with some purchases.

BUILDING and GROUNDS. Ms. Ogle stated that the committee would be meeting today to consider three proposals for the main reading room flooring project. Crawford and Sterns has developed a design; Mr. Bill Kline indicated that more information's needed from the bidders. Dr. Martin moved, seconded by Mrs. Bosch, to accept the Building and Grounds committee's selection decision on the flooring contractor. The motion carried.

PERSONNEL. Ms. Griswold presented the revised Personnel Manual for Full-Time

Employees and the revised Personnel Manual for Part-Time Employees, effective September 12, 2014. A motion to accept the revised manuals by Mr. Ruthig, seconded by Mr. Hart, was passed.

(See handouts of manuals)

GRANTS. Dr. Esposito stated that recent approval for the lighting project has been received from SHIPO. The request for state funding is \$10,700; expected notification time is spring of next year. Dr. Esposito is also submitting an application for \$90,000 to the McDonald Foundation. This application was previously approved by a majority of board members via an email vote this month, and, if received, would be designated for the lighting project and painting of the main reading room.

Old Business.

BY-LAWS. Director Spoon and Ms. Ogle have reviewed and up-dated the by-laws. Mr. Ruthig plans to consult the by-laws and Constitutions of other libraries in the areas of term length and indemnification of officers.

TOBACCO-FREE POLICY. (see handout) The new policy does not allow the use of tobacco products on its property, and indicates that signs will be posted and the information will be on the library website. On a motion by Dr. Esposito, seconded by Mr. Ruthig, the motion carried.

New Business.

1. DOLLY PARTON IMAGINATION LIBRARY. Mrs. Bosch presented the concept of DPIL, which mails free books to children through local library funding arrangements. Discussion was tabled until the next meeting.
2. The FLLS annual meeting will be held October 17, 2014 in Ithaca. Director Spoon and others plan to attend.

The meeting adjourned at 9:10 AM.

Linda Eberly, Secretary

Next meeting: October 22, 2014