

The Cortland Free Library Board of Trustees met at the library at 8:00 AM on June 25, 2014. 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, Ms. Georgette Ogle, Mr. russ Ruthig, Mr. Dale Taylor, Mr. John Whittleton, Mrs. Linda Eberly and Ms. Jacalyn Spoon, Library Director. Member excused: Mr. Myron Walter.

Minutes, bills and payroll were reviewed. The minutes were amended as follows: Director's Report, (2) Director Spoon purchased upgrades for three Windows XP computers, and the Youth Area AWE computer has a warranty for another year. In the Grants Committee report, the 2012 grant time frame has been extended to June 2015. It was also noted that any reference to school in regard to the tax levy is not indicated. A motion to accept the bills, payroll and amended minutes was passed on a motion by Ms. Hennessy, seconded by Dr. Esposito.

Director's Report (see full report)

1. A Falcons meeting on May 15 discussed the technology of credit card distribution, Windows XP computers, Polaris upgrades, and Innovative's purchase of Polaris.
2. Ten computers were purchased from FLLS in June. The future acquisition of computers would benefit from advisement from the Technology and Finance Committees. (See separate report: Library Computer Inventory.) A full-time employee for this area will be needed by September of this year.
3. Administrative Assistant Mary O'Hara died tragically on June 3. The library closed on June 5 from 4-5 PM to allow staff to attend calling hours. Sheila McCue, Director of After Trauma Services at Suicide Prevention and Crisis Service attended at June 10 meeting to assist staff members in dealing with and expressing their feelings.
4. Theresa Mckeel will assume the Administrative Office Assistant position, which will bring her hours to almost full-time with the additional twelve hours/week.

Committee Reports.

1. Investments. Mr. Whittleton reported that the investment portfolio has gained at the rate of 4% this year. A meeting with Morgan and Stanley advisors will follow the board meeting today.
2. Technology. Mr. Taylor stated that meetings could be held during the summer months to assess the ongoing computer needs of the library.
3. Buildings and Grounds. Ms. Ogle indicated that although no evidence of water leakage in the Youth Area has been noted lately, pressure testing by Baranello is required before insurance can pay for the repair work. A representative of McPherson, the contractor, has examined the location as well. Director Spoon reported that a Knox box has been installed, with thanks to assistance from Bill Kline. Keys are still needed.

Personnel. Ms. Griswold presented a Summary of Adjustments to the Personnel Manual (see list.) In reviewed the old manual, it became evident that separate manuals would be needed for full-time and part-time employees; Ms. Griswold suggested ways to organize the information in a readable/reference format.

In regard to issues that required board consultation, members present agreed to: 1. Full-time employees leave policy for funerals, jury duty and military time would not apply to part-time employees. 2. It is not necessary to include a section in the manual on raises.

(Personnel/Finance Committees review annually.)

3. Probation period can be established at six months.
4. Dress code: no specific guidelines beyond "appropriate for the workplace."
5. In the event of an emergence closure, both full-time and part-time employees are paid for the lost time.
6. Vacation days are adjusted for date of hire in employment letters, and then reset to January 1.

Grants. Dr. Esposito stated that the current grant proposal still requires a SHIPO letter, which

has been requested, and that the submission date is prior to August 2014. Dr. Esposito moved, seconded by Mr. Whittleton, to submit the 2014 Library Construction Grant proposal (Project #0386-15-5679); the motion carried.

New Business.

Director Spoon stated that Excellus has sent notice that its rates will increase by 16.7% next year. Library employees have been informed of the change. An employee who chooses to opt out of the health insurance plan can do so by signing a waiver form.

Director Spoon noted that the library does not have an official Smoking Policy, and smokers have been using the grounds lately. On a motion by Mr. Ruthig, seconded by Ms. Hennessy, the board voted to create a smoking-free policy for the building and grounds. The information will be posted for public awareness.

The meeting adjourned at 9:05 AM.

Linda Eberly, Secretary

Next meeting: September 26; followed by Investment meeting with Morgan Stanley