

**Cortland Free Library  
Annual Meeting Minutes  
January 18, 2017**

Members present: Ms. Vivian Bosch, Mrs. Linda Eberly, Dr. Nick Esposito, Dr. Laura Gathagan, Ms. Kathleen Hennessy, Ms. Kim Hay, Dr. Mark Martin, Mr. Russ Ruthig, Ms. Jacie Spoon, Dr. Randi Storch, Mr. Myron Walter, Mr. John Whittleton

Excused: Mrs. Diane Ames, Mr. Mike Anderson, Ms. Mimi Griswold, Mrs. Georgette Ogle

The Cortland Free Library Annual Meeting was called to order at 7:05 p.m. by Dr. Nick Esposito.

The Board reaffirmed the 2016 annual meeting minutes originally approved 2-24-16.

The following ballot for Election of Library Board Members and Officers was distributed. All candidates were elected unanimously.

**BALLOT FOR CORTLAND FREE LIBRARY BOARD MEMBERS AND OFFICERS – JANUARY 18, 2017**

**TO VOTE IN FAVOR OF ALL NOMINEES FOR BOARD MEMBERS AND OFFICES CHECK THIS BOX**

**Ballot for Trustees of Cortland Free Library Board Terms run to December 2021.**

*Vivian Bosch	Vote in favor	Vote against
* <u>Laura Gathagan</u>	Vote in favor	Vote against
*Mimi Griswold	Vote in favor	Vote against
* current members of the Board		

**Ballot for Officers of Cortland Free Library Board. Terms run to January 2018.**

President:	Vivian Bosch	Vote in favor	Vote against
Vice President:	Russ <u>Ruthig</u>	Vote in favor	Vote against
Secretary:	Mimi Griswold	Vote in favor	Vote against
Treasurer:	Mark Martin	Vote in favor	Vote against

**Ballot for Executive Committee of Cortland Free Library Board. Terms run to January 2018.**

President:	Vivian Bosch	Vote in favor	Vote against
Vice President:	Russ <u>Ruthig</u>	Vote in favor	Vote against
Secretary:	Mimi Griswold	Vote in favor	Vote against
Treasurer:	Mark Martin	Vote in favor	Vote against
Trustee:	Diane Ames	Vote in favor	Vote against

New Business: none

Old Business: none

The annual meeting adjourned at 7:15 p.m.

**Cortland Free Library  
Regular Board Meeting Minutes  
January 18, 2017**

Members present: Ms. Vivian Bosch, Mrs. Linda Eberly, Dr. Nick Esposito, Dr. Laura Gathagan, Ms. Kathleen Hennessy, Ms. Kim Hay, Dr. Mark Martin, Mr. Russ Ruthig, Ms. Jacie Spoon, Dr. Randi Storch, Mr. Myron Walter, Mr. John Whittleton

Excused: Mrs. Diane Ames, Mr. Mike Anderson, Ms. Mimi Griswold, Mrs. Georgette Ogle

The Cortland Free Library regular Board Meeting was called to order at 7:15 p.m. by Ms. Vivian Bosch. Ms. Bosch thanked the trustees for their work in 2016, noting that it was a productive year. She extended a special thank you to Mr. Esposito for his leadership.

December minutes, bills and payroll:

- Mr. Ruthig is listed as both present and excused in the December 14, 2016 minutes. He was not present.
- Ms. Bosch questioned whether a \$25 expense (dated 12/31/16) on the Imagination Library report should actually be listed in the "Admin" section of the report. Ms. Spoon will look into it.
- Ms. Hennessy moved to accept the minutes, bills and payroll as corrected. Dr. Storch seconded. Motion accepted.

Director's Report:

- Questions regarding the NYS Marketplace health insurance tax credit of \$2888.18. Both Jacie and Nick confirmed the tax credit is offered to tax-exempt organizations. It is more like a rebate than a credit.
- Ms. Spoon needs to compare the two Workers Comp estimates received. Mr. Ruthig said there shouldn't be a disparity in cost between the two. Ms. Hennessy offered to take a look.
- Ms. Spoon has picked the JM Murray Center as the library's new cleaning company. They will clean 2x/week. She says we will still need a housekeeper. Russ suggested the housekeeper come in for 4 hours on the days that the Murray Center doesn't come.
- Trustees should review the Part-time Custodian/Maintenance Worker position description for the February meeting. (This was emailed to the Board on 1/17/17.)
- "Collaboration and Support of Community" and "Marketing/Advertising/Displays" are new sections of the report.
- Youth programs, Ready, Set, Read and the Summer Reading Program, are grant-funded. Funding is less than anticipated and we will have to make up the difference somehow.
- There has been an increase in attendance in both adult and youth services. More people are coming through the doors.
- We will see changes in the numbers (library statistics) due to where patrons are borrowing items. Technology stats have been very consistent between years with wireless a little higher. Still figuring out how to get data out of LibData.

## Committee Reports

- DPIL:
  - Mr. Ruthig moved to move two unrestricted donations (Mary Beilby \$200, anonymous \$100) received through the Cortland Community Foundation Philanthropy Day Challenge to DPIL. Mr. Whittleton seconded. Motion accepted.
  - 81 new registrations during December. 327 preschoolers currently participating. Projected enrollment now exceeded by 100.
  - Ms. Bosch asked if the library could sell Corn Ducky Derby tickets for DPIL this year, and if trustees would help by selling 5 – 10 tickets each. Both requests received positive responses.
  - Ms. Bosch has met with Homer Director of Instruction and Evaluation and with McGraw Elementary principal to answer questions and help them get their programs started. Also received request to provide start-up information to the Dean of Dryden schools.
  
- Finance:
  - Dr. Martin noted that we are under \$23,000 in Payroll & Related. Ms. Hennessy explained that is because we were understaffed in 2016. She expects this to go up a bit in 2017. Director Spoon added that minimum wage just went up.
  - Dr. Martin asked whether a \$2333.50 Technology/Automation Polaris payment which appears twice on the Profit and Loss Budget vs Actual YTD, Jan-dec 2016 was an error (duplicate payment) or a split payment. (Payment appears for February and July on the operating budget and also under trustee expenses.) Director Spoon and Ms. Hennessy both believed it was a split payment.
  - There were no amendments to cut the the 2017 budget. Mr. Ruthig said a factor of +/- 2% is tolerable and we don't need to micro-manage. The December vote was final.
  
- Grants:
  - Dr. Gathagan congratulated Director Spoon and staff on the CNY Arts grants just received. (\$1250 for Frist Friday Enhancement and \$1000 for the Summer Reading Program)
  
- Investments:
  - We are up 10.6% from last year.
  - Mr. Ruthig presented a summary and 15-year repayment schedule for the \$110,000 building construction loan from our endowment. He recommended we make it Board policy to make a \$4261.80 payment every time we get a check from the school district. Ms. Hennessy moved to start payment to repay the \$110,000 effective December 2016 in accordance with the amortization schedule dates. Dr. Gathagan seconded. Motion accepted. Director Spoon will make a payment of \$4261.80 from our operating account to Morgan Stanley. (i.e., put the money in our cash management account.)
  
- Nominating:
  - Ms. Bosch distributed copies of the updated trustees list with 2017 committee assignments. There is currently no chair of the Grants committee. Anyone willing to serve as chair should contact Ms. Bosch. Ms. Hay's address should be 134 Tompkins.

- Personnel:
  - HSA: The Board will consider giving an employee more of the library's total HSA funding (up to \$1000) on an ad hoc basis (i.e., if an employee has a bill that exceeds the monthly contributions made by the library at that point in time)
  - HSA: Mr. Ruthig moved to append the following to the Medical Coverage section of the FT Personnel Manual. Ms Gathagan seconded. Motion accepted.
 

Health Savings Accounts (HSA) are available to employees enrolled in the library's health plan. HSAs are employee-owned accounts and allow tax-free reimbursement of qualifying out-of-pocket healthcare expenses. On behalf of the employee, Cortland Free Library provides partial funding through monthly payments to the account via payroll. Employees also have the option to contribute to the HSA on a voluntary basis through pre-tax payroll deductions.
  - Grievance/Dismissal section of the FT Personnel Manual: For consistency with the Termination policy approved 10/19/16, Mr. Ruthig moved to revise the personnel manual as follows. Mr. Whittleton seconded. Motion accepted.
 

“Employees are dismissed by the Director only after communication with the Personnel Committee of the Library Board of Trustees” will be changed to  
 “Prior to proceeding with any involuntary termination, the Library Director should consult with the Chair of the Personnel Committee and the President of the Board of Trustees.”

“During an employee's six month probation period, the employee may be dismissed at any time without cause.” will be changed to  
 “The Library may terminate the employment relationship at any time, with or without notice or cause, as long as there is no violation of applicable federal and state law.”
- Technology:
  - Mr. Walter reported that he consulted several contractors regarding the AC proposal, Reviews were mixed. The current proposal would provide some relief (bring temperature down a couple degrees), but it does not meet the load of the library. The contractors would not want to proceed without an engineer-designed plan. The Board discussed the possibility of issuing a memo of understanding to clarify that we would not expect every space in the library to be at 72 degrees. Mr. Martin asked about the life expectancy of the units. Mr. Walter replied that they have a good life cycle. Ms. Spoon said they are trying to hide the units as much as possible because the library is a historic site. Discussion ended with decision to hold off on putting out an RFP until Mr. Walter talks with Ms. Ogle about the attic fan.

### New Business

- Dr. Esposito gave a brief talk on endowments in general (what it is, its purpose and how it fits into our budget) and explaining how it is meant to last a lifetime. Using more of the endowment now means less money overall for the library in the future A handout was provided. Next month Mr. Whittleton will present on the specifics of the library's endowment.
- Ms. Bosch read two notes from employees (Teresa Mekeel and Aimee Dorward) expressing their thanks for the Board's Christmas gifts.
- Mr. Ruthig moved to accept the engagement of Port, Kashdin & McSherry for the 2017 audit. Ms. Hennessy seconded. Motion accepted.

- Ms. Bosch briefly pointed out that as part of an effort to streamline the Director's Report and make it less time-consuming to create and to read, the initial "Administration" section of the Director's Report had been re-formatted. Information was presented in categories: Accomplishments, Issues, In Progress and Other/New. Ms. Bosch asked the trustees to provide feedback at the February meeting.

#### Old Business:

- Library Tax Levy – Director Spoon reported that per Assemblywoman Lifton's office, going over the tax cap has no effect on people's tax rebate, and the rebate is going away. Discussion followed on whether we should go over the tax cap. Mr. Martin is in favor of asking for 2% each year. Mr. Ruthig said the \$11,000 deficit in the budget was not worth risking the community's good will. It was decided that we would not go over the tax cap this year. Director Spoon suggested spending a year marketing the library to the community before going over the tax cap. The December vote to stay within the 2017 tax cap was affirmed. It was agreed that if we go over the tax cap in the future, we should not go for big increases, but rather do it incrementally.
- Training policy – Due to time constraints, Ms. Bosch will email the training policy to board members for review in advance of the February meeting. Ms. Bosch asked to consider how the Board wants to handle training requests from the Director. Does the Director self-approve?
- Friends of the Library –An informational meeting to get the Friends of the Library group started is scheduled on Wednesday, January 25 at 6:30.

Executive Session: The Board went into executive session at 8:45.

- Paper copies of the Director's 2016 performance evaluation were distributed. Due to time constraints, discussion was delayed to the February meeting. Trustees were asked to review the evaluations prior to the February meeting.
- The Board granted the Director's request to carry over an additional 11.75 hours from 2016 to 2017. The hours are to be used by February.
- The Board gave approval for the Director to attend the NYLA Sustainability Initiative "meet-up" at the end of the month.

Next Meeting is Wednesday, February 15, 2017 at 7:00 p.m.

Meeting adjourned at 9:00 p.m.