

Library Meeting Minutes
February 15, 2017

Members present: Mr. Mike Anderson, Ms. Vivian Bosch, Mrs. Linda Eberly, Dr. Nick Esposito, Ms. Mimi Griswold, Ms. Kathleen Hennessy, Dr. Mark Martin, Mrs. Georgette Ogle, Ms. Jacie Spoon, Mr. Myron Walter, Mr. John Whittleton

Excused: Mrs. Diane Ames, Dr. Laura Gathagan, Ms. Kim Hay, Mr. Russ Ruthig, Dr. Randi Storch

The Cortland Free Library Board Meeting was called to order at 7:04 p.m. by Ms. Vivian Bosch

Regarding January meeting minutes:

Dr. Nick Esposito moved to approve the January minutes. Mr. Myron Walter seconded. Motion accepted.

Regarding Bills & Payroll:

Dr. Nick Esposito moved to approve the Bills & Payroll report. Ms. Kathleen Hennessy seconded. Motion accepted.

Regarding Director's Report:

Ms. Jacie Spoon's update included her mention that she was contacted by FingerLakes Technologies regarding fiber options for internet access. Preliminary estimate to connect us is \$23,000. Jacie will talk to Rex regarding possible grants. Jacie also noted that the Jim Bryan estimate for installing manual locks on the front door came in.

There were no Executive Committee actions.

Regarding the Buildings & Grounds Committee:

Mr. Myron Walter reported no update on AC for the building.

Ms. Jacie Spoon provided a list of outstanding repairs and maintenance needed with costs. Priority repairs include new ladder to roof access, installation of steel railings at basement rear entry/stair area, lockset at south closet door under south mezzanine, flush bolts at main entry door and repair and installation of gate in children's room. Jacie will get additional quotes. Dr. Nick Esposito moved to allow up to \$10,400 for repairs from the list to be disbursed by the Library Director. Ms. Kathleen Hennessy seconded. Motion accepted.

Regarding Marketing;

Ms. Mimi Griswold mentioned that she will try to set up a meeting with Mr. Mike Anderson to review newsletter and websites.

Regarding DPIL:

Ms. Vivian Bosch reported 40 more signups in January. Corn Ducky Derby tickets are available now.

Regarding the Finance Committee:

Ms. Jacie Spoon noted that she does not have a list of recurring bills. Dr. Nick Esposito replied that he doesn't think we have a list. Ms. Kathleen Hennessy replied that a list would be good. Nick moved that monthly, quarterly and annual recurring bills lists be provided. Kathleen seconded.

Discussion followed to add a semi-annual recurring bills list.

Mrs. Linda Eberly asked if there was a cap. Nick replied that regular bills have to be paid anyway citing electricity as an example. Dr. Mark Martin asked if this would be for the trustee money, too? Jacie replied that it would have to be for everything.

There was discussion on credit cards. Nick moved to amend that credit cards bills not be included as recurring bills. Mr. John Whittleton seconded. Motion accepted.

Regarding Grants: no report

Regarding Investments:

A question from Lori the bookkeeper was raised. Jacie wants to clarify the actual withdrawals number from the 2016 budget as \$110,661.07 vs the estimate of \$110,000.00. Mr. Russ Ruthig says the \$661.07 can be charged to trustee fund for building funds to 2016. Jacie says she was concerned that if we do not use the exact numbers it won't match what we borrowed plus interest. Ms. Kathleen Hennessy said that if we take Russ' suggestion it will. Dr. Nick Esposito noted that there would be a paper trail.

Kathleen moved that the difference will be amortized as \$661.07 out of trustee building fund and put in Morgan Stanley account and labelled "2016 additional interest." Nick seconded. Motion accepted.

Regarding Long Range Committee: No Report

Regarding Nominating Committee: No Report

Regarding Personnel Committee:

Mr. Myron Walter moved to approve the wording in the termination section of the Personnel Manual. Mrs. Linda Eberly seconded. It was discussed and noted to change the wording in the Full Time Personnel Manual. Motion accepted. Jacie noted that she would like to reissue the manual to staff with the updated changes. She was given the go ahead.

Regarding Technology Committee:

Mr. Myron Walter noted no changes on AC quotes since last meeting.

OLD BUSINESS:

2017 Tax Levy was revised.

The Endowment Part II was explained. Ms. Georgette Ogle asked if there was any way to increase endowment, some sort of campaign. Mr. John Whittleton noted that many organizations had a development committee. Georgette suggested working from a list of companies in town. Ms. Vivian Bosch will put on agenda next month.

Ms. Kathleen Hennessy moved to accept the Cortland Free Library Training policy. Mr. Mike Anderson seconded. Motion accepted.

Vivian suggested a change in wording to the Custodian job description regarding immediate supervisor and removing wording about unpleasant tasks. Dr. Mark Martin moved to accept the change in wording to the Custodian Job description. Mr. Myron Walter seconded. Motion accepted.

Vivian noted that she was going to work on the Director's Report format.

In regards to the library and art, Vivian will email Mrs. Diane Ames' write-up about library and art to Board members.

NEW BUSINESS:

Ms. Jacie Spoon brought up the idea of individual credit cards for select staff members. Will carry discussion to next meeting.

Jacie brought up requests to Patron Purge reports and asked about write-offs. She says there needs to be a policy in place. Noted that writeoff from 2010 purge should be taken care of tonight. Ms. Kathleen Hennessy moved to write-off \$14, 310.64 of patron fines and fees from 2010. Mr. John Whittleton seconded. Dr. Mark Martin asked if those fines and fees were being pursued by the credit company. Jacie said they are not. Mark also asked if this will show on financial statements. Jacie replied yes. Motion approved.

Jacie brought up the library being a beta tester for NYLA Sustainability Initiative. It was indicated that this was Jacie's decision.

Mr. Myron Walter moved to adjourn the meeting at 8:42 pm. Dr. Nick Esposito seconded. Motion approved.