

**Library Meeting Minutes**  
**May 17, 2017**

Members present: Mrs. Diane Ames, Ms. Vivian Bosch, Mrs. Linda Eberly, Dr. Nick Esposito, Ms. Mimi Griswold, Ms. Kim Hay, Ms. Kathleen Hennessy, Mrs. Georgette Ogle, Mr. Russ Ruthig, Ms. Jacie Spoon, Mr. John Whittleton

Excused: Dr. Laura Gathagan, Dr. Mark Martin, Dr. Randi Storch, Mr. Myron Walter  
Absent: Mr. Mike Anderson  
Guests: Friends of the Library; Alyssa Stablein and Liz Cole

The Cortland Free Library Board Meeting was called to order at 7:05 p.m. by Ms. Vivian Bosch

Ms. Vivian Bosch reported that the Library Proposition passed with a 2.48 to 1 ratio(349 to 141) which was a lower ratio than both the school budget and school vehicle propositions.

Vivian also mentioned that Lacie Carmon, a Cortland Free Library teen volunteer, was chosen as CACTC's Youth of the Year.

Regarding April Minutes:

Kathleen explained the reason why the Accounts Receivable is so high. Russ suggested a footnote "deferred receivable" since it is not a receivable until it is owed.

Correction needed: Jacie had said "yes" to charging a fee for memorial books

Correction needed: credit cards can be used without prior approval for gas and travel

Correction needed: Diane asked that Trump be referred to as President Trump

Clarification: Nick clarified that other libraries have been criticized for showing so much cash even though it is a misrepresentation since it is already encumbered.

Nick moved that the minutes be approved with corrections and clarifications. Russ seconded. Motion Approved.

Regarding April Bills & Payroll:

Correction needed: Under Transaction Detail by Account and Profit & Loss, Theresa's mileage for FLLS workshop should move from outreach to Continuing Education.

Kathleen moved to accept the April Bills & Payroll with correction. John seconded. Motion approved.

Regarding Director's Report:

Vivian asked if the grant noted on page 1 was submitted by Jacie or Alyssa. Jacie said it was a mini grant and they talked about it together.

Jacie noted that there is a current bank account balances report in a folder in her office and it is available at all times. Mark reviews library finances weekly.. The Financial Report has more details than her old Director's report.

Vivian noted that there were no Executive Committee actions.

Regarding Buildings & Grounds:

Georgette said there was nothing new to report.

Regarding Marketing:

Mimi said there was nothing new to report.

Regarding DPIL:

Vivian reported that 401 children are currently registered. 236 tickets were sold for The Corn Ducky Derby which means \$590 for DPIL. Will be receiving a Learning by Giving Grant of \$5,000. Vivian also noted that financial reports show Trustee expenditure for the payment of books for the pseudo-children but Jacie says the money has never been transferred from Trustee to Operating. Russ said that the transfer should be made.

Regarding Finance:

The \$120,000 balance in the NBT operating checking account in March is now \$135,466. Mark thinks this is left over from prior years but Kathleen believes much of it is already committed for specific items. Nick noted that we still have projects to finish and is not sure money has been earmarked for that. Kathleen is waiting for a list from Lorri. Remove Dell, Lowe's, National Audubon Society from Transaction list by vendor. Vivian moved to approved payment of revised list of recurring bills(monthly, quarterly, semi-annual and annual) for 2017. Kathleen seconded. Motion approved.

Regarding Grants:

Vivian reminded the Board that all grant applications must be submitted to the Grants Committee prior to submission. Nick added that many grants require commitment by the library and we should be aware ahead of time.

Regarding Investments:

Kathleen noted that our balance is over 2.5 million.

Regarding Long Range Planning:

No report.

Regarding Nominating Committee:

No report.

Regarding Personnel:

Diane reported that the Long Range Salary Budget Planning Committee met May 3<sup>rd</sup> and will meet with Jacie on May 18<sup>th</sup> to discuss.

Regarding Technology Committee:

No report.

Old Business:

Diane will pursue information on the DeHaas painting.

New Business:

Friends of the Library, Alyssa Stablein and Liz Cole, reported that so far, it is a dedicated group. Their May 5th bake sale raised some money for Summer Reading Program. They will be involved with library at Dairy Parade and plan to be involved with PorchFest in August. Main goals include fundraising and advocating. A 501-3c is in the works.

On the Patron Purge Policy, Jacie reported that she will provide stats on number of patrons and money that would be purged in a 7-year purge. She will clarify what she wants on Children purge. Board felt no need to manually write bad debt note on paper cards for purpose of issuing restricted new card. After much discussion, the policy adoption moves to next meeting.

Jacie explained that when someone donates in "memory of" there is a \$5 processing fee. She explained that it is added to the cost of the book to cover cataloging, searching, and preparing the book for the shelf. After much discussion, the Board consensus was to stop this practice. Diane moved to suspend the practice of charging a \$5 processing fee for in "memory of" gifts. Georgette seconded. Motion approved.

Jacie brought up a proposed charge for books returned in damaged but repairable condition. Board declined to establish this charge citing cost of doing business.

Jacie brought up paid internship and presented a position description that is within the budget and asked permission to post the opening. Nick moved to support the idea of a paid summer internship for up to 30 hours per week for ten weeks if it benefits both the student and the library. John seconded. Motion approved.

Vivian raised the question of fundraising efforts by library staff members. The Board must approve efforts in advance. Nick also noted that efforts should be coordinated. The Board agreed that there should be a policy in place.

Diane asked Alyssa and Liz if the "Friends of the Library" understand how the libraries finances work. At some point, Kathleen will go to a meeting and explain the endowment.

Russ moved to adjourn the meeting at 8:40 p.m. Nick seconded. Motion approved.