

Library Meeting Minutes
June 21, 2017

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

Excused: Dr. Laura Gathagan, Kathleen Hennessy, Dr. Mark Martin, Mr. Myron Walter

Guests: Pierre Beaudry

The Cortland Free Library Board Meeting was called to order at 7:02 p.m. by Ms. Vivian Bosch

Mr. Russ Ruthig moved that the April meeting minutes be approved. Dr. Nick Esposito seconded. Minutes approved.

Dr. Nick Esposito moved that the May meeting minutes be approved. Mr. Russ Ruthig seconded. Minutes approved.

Mr. Russ Ruthig moved that the Bills & Payroll be approved. Dr. Nick Esposito seconded. Bills & Payroll approved.

Regarding Financial Reports:

Jacie asked if DPIL and Line of Credit reports should be year-to-date. Board determined we do not want to see all transactions.

Regarding Director's Report:

Nick will analyze the live stats sheet. It was requested that values be in columns rather than rows.

Vivian inquired about the status of an intern. Jacie said there haven't been any applicants although position was posted.

Vivian inquired about purpose of Development Committee. Jacie responded that it would be in place to get people to donate and provide larger scale fundraising. Russ suggested a donation mention on the website. John suggested developing a handout rather than a committee and said he will come up with a template.

Regarding Executive Committee:

Committee approved purchase of replacement computers

Diane moved to approve the bill for \$7548. Russ seconded. Motion approved.

Regarding Buildings & Grounds:

Georgette prepared a slideshow as a visual account of items that need repair. Jacie noted the \$10,000 approval for repairs that was approved earlier this year and inquired as to how we pay for additional items. Georgette noted that the ceiling in particular needs attention. Russ said get an estimate from a contractor.

Regarding Marketing:

No discussion on report.

Regarding DPIL:

No discussion on report.

Regarding Finance:

No discussion on report.

Regarding Friends of the Library:

No discussion on report.

Regarding Grants;

No report.

Regarding Investments:

John reported \$45K in bonds coming due. Market is doing well. Economic data is good. Next meeting with Morgan Stanley is September 13 at 9am at the library. Russ added that the change in structure with Morgan Stanley is working.

Regarding Technology:

Jacie recommended upgrading with Spectrum for faster speeds. Scheduled payment will change. Nick moved to upgrade. Russ seconded. Motion approved. Jacie added that there will be installation costs.

Regarding Nominating Committee:

No report.

Regarding Personnel Committee:

No discussion on report.

Regarding DeHaas Painting:

Diane did some research. No idea of its value. Insurance is \$75. per year. Nick moved to try and sell the painting. Russ seconded. Motion approved.

Regarding Patron Purge Policy:

Russ moved to approve the annual Patrons Records Purge policy with procedure #4 rewritten. Kim seconded. Motion approved.

Regarding Fundraising Policy:

Jacie concerned about outside organizations that may want to raise money for us..

Vivian noted that we would expect that the library would be consulted prior to any and all efforts.

Russ moved to approve the Fundraising Policy as written. Mike seconded.

Nick asked to delete "It is understood that" and replace with "Private fundraising"

..should not take the place of...

Motion approved in favor of rewrite.

Vivian suggested we review our Fines Policy. Much discussion followed. Jacie will send out a pamphlet outlining our current policy.

New Business:

Russ moved to approve upcoming expenses except the sealing and striping of the driveway. Randi seconded. Motion approved.

Vivian suggested that we review the Petty Cash Policy so Jacie doesn't have to ask permission for expenses like carpet pads. Nick pointed out that if it is within Jacie's budget it is already approved.

The Board agreed to let the Friends of the Library sell old card catalogs on EBay.

Next Board Meeting is Wednesday, September 20 at 7 p.m.

Meeting adjourned at 8:30 p.m.