

Library Meeting Minutes
October 28, 2015

The Cortland Free library's Board of Trustees met at the library at 8:00 AM on October 28, 2015.

Members present: Mrs. Diane Ames who presided, Dr. Nick Esposito, Mrs. Georgette Ogle, Mr. Russ Ruthig, Dr. Randi Storch, Mrs. Linda Eberly, Ms. Vivian Bosch, Mr. Mark Martin, Mr. Mike Anderson, Mr. Myron Walter, Mr. John Carnes.

Absent: Dr. Laura Gathagan, Ms. Kathleen Hennessy, Ms. Mimi Griswold, Mr. Aaron Hart.

Regarding September's minutes:

A correction was made to September's minutes. The notation in the minutes concerning borrowing from ourselves should include our agreement to accept the line of credit from Morgan Stanley.

Accepting this correction, the group accepted and passed the minutes.

Director's report – Jacie Spoon

Jacie announced that we are collaborating with the Living History Museum, the CNY Arts Council and David Beale for a festival of short films. Steve Marstall and his daughter taught two classes on how to make a short film, and Steve will be on the judging committee. This is first year of festival.

Cost is \$10 per adult and \$5 per kid.

Regarding our outstanding loan balance:

Jacie asked if we should pay the \$15,000 that we agreed to pay a year ago even though the payment is going to a loan debt and no longer to a line of credit payment. Jacie agreed to calculate the principal and interest we've paid this year. We've budgeted \$30,000 per year. Russ Ruthig made a motion to pay against the principal of the loan with whatever is left of the \$15000. He recognizes that we have cash from taxes to pay the allocated debt service payment for the construction debt and believes we should use that money as designated except the portion that we already paid. Nick Esposito seconded and the vote carried.

Jacie explained that we do research services at the library for \$8/hour. That amount has not been raised for a while. She decided to raise it to \$9. A couple of requests a month are handled. Russ Ruthig suggested a charge of \$15. Nick Esposito moved a minimum rate of \$15 for library research. Vote carried.

Reviewed library usage in comparison from previous year.

Jacie clarified Keri system, test proctoring, and unique management. Jacie reported that she had a good conference. Good information on HR and importance of documenting. She will write a report to be published in Finger Lakes newsletter.

Alyssa showed the board examples of the Playaway technology.

Regarding Personnel:

Nick Esposito moved and Myron Walter seconded Theresa Mckeel's employment agreement. The vote carried.

The Finance Committee will meet following the board meeting.

John Carnes discussed investments. He noted a downtrend due to our heavy investment in energy.

He raised an issue concerning the book materials fund, which is below the corpus and we are not able to use funds from restricted fund once it falls below corpus. The furniture fund is above corpus, but we need to consider the funds separately. Russ Ruthig questioned this assumption, and the finance committee agreed to discuss the issue after the meeting.

Regarding the Ad Hoc Committee:

We should est. a committee to create a long range plan.

Myron moved and John seconded and the vote carried to create a committee to create a long range plan.

Edits to our by-laws were moved by Randi and seconded by Russ and passed:

Include town of Virgil in our by-laws-

Article 2 section 3- BOT has right to remove trustee engaged under special contract ... (lang. from state ed. law)-

Item #3: code of ethics- would like to add language about conflict of interest.

Article 3 section 5: add "designee"

Article 5 section 1: add an exec committee of five trustees who can do business during off board meetings. This is to comply with state law.

Article 6 section 1: add "daily management" to distinguish between board business and what library administrator does. "Responsible" is misspelled and will be corrected.

Article 7: adding language that clarifies that by-laws can not be inconsistent with nysed-

We are an association library so don't fall under public meeting laws, but we do accept tax money so we have a moral obligation to be as open as possible. We accepted an edit that states, "The Board has the authority to limit such presentations." Russ moved and Mike seconded and vote carried.

Regarding new board member education: we agreed that we do not need action on this because we should be doing it, and we thought we were. So we decided to simply implement Randi's recommendations.

Regarding Lorri Moore our bookkeeper and risk management:

Lorri recommended Quickbooks service to back up data files. It has a monthly fee. \$4.95/month

Do not need to vote on – We agreed that we needed to do it.

Thanks to Nick and to the committee.

Re: Dollywood Imagination Library, Ch.

Vivian Bosch announced that we met our fundraising goal.

Central NY Community Foundation requires official research and evaluation for funding. So we are working through details. The school district will indicate if want to participate by end of November and then documents will need signing.

Long-term funding would be matching up to \$20,000 per year, but that sum would go to Cortland Communities that Care, and they have not indicated how much of that we will get.

Book sale on 1st Friday and Saturday of December.

Georgette is calling this the board sale. Asking for people to sign up. Georgette will send a sign up out.

John Cairnes met with committee and got manual for painting project for main reading room and bids sent out.

Lighting part of project- Myron did design. Has to coordinate with John about how to proceed and will do so in about a week.

AC is off in book repair room. Temperature is good.

We want to switch from auto energy saver to actual switch in board room.

Jerry Stevenson met with Jacie re steps. He contacted the company, but they have not returned his call and the problem is worsening. Jerry should be dealing with the manufacturer.

UPCOMING BOARD MTGs: Wed. Nov. 18th and Dec. 16th