

The Cortland Free Library Board of Trustees met at the library on November 15, 2017 at 7:04 PM.

Members present were Diane Ames, Vivian Bosch, who presided, Nick Esposito, Kim Hay, Kathleen Hennessy, Georgette Ogle, Randi Storch, Myron Walter, Linda Eberly and Jacie Spoon, Library Director. Members excused were Laura Gathagan, Mark Martin, Russ Ruthig, John Whittleton and Mimi Griswold. Guests: Aimee Dorward, Sharon Law, George Mekeel and Theresa Mekeel.

Minutes of the October 2017 meeting were amended to include the following correction from Lorri in regard to Library Tax Receivable amounts shown in the Statement of Financial Position report. The amount was changed to match the current figure of \$187,831.50 for the present, and will be adjusted again, if necessary, in July. [The projection was based on the prior year and not adjusted at a later date.] The amended minutes were approved on a motion by Kathleen Hennessy, seconded by Myron Walter. October bills and payroll were reviewed and passed on a motion by Kathleen Hennessy, seconded by Nick Esposito.

Director's Report.

Director Spoon stated that completed statistics for the month will be sent at the end of the week; reports from those who attended the NYLA Conference will be sent to board members when they have been compiled.

A correction in reference to library funding in the written report: the Lamont Library in McGraw is projected to receive funding from Cortlandville for one more year.

Director Spoon has been in discussion with Evan Geibel of the Cortland Standard re: digitalization of the paper since 2014. The Standard is digitalized in house; to have it available at the library would require outside funding, A Digitization Grant request from SCRLC, maximum amount of \$8,000, to digitize newspapers on Microfilm, required a membership fee of \$250 paid to South Central Regional Library Council. The grant was not submitted.

Payroll: A new service provider is needed, as problems with accuracy have been ongoing with the current provider.

The J.M.Murray cleaning service has not been effective; another service is needed.

Technology. Backup to Jacie's computer is not functioning/ Steve Marstall is planning to move its documents, which are accessible.

Committee Reports.

Nominating. President Bosch reported that Kim Hay, Mark Martin and Russ Ruthig have agreed to serve new terms on the board. Nick Esposito will also serve on the Executive Committee. Nominated officers are: President: Vivian Bosch, Vice-President: Diane Ames, and Treasurer: Mark Martin.

Old Business.

1. No Fines in Youth Services (see handout of proposed policy)

It was agreed to delete the sentence highlighted in red ink, as restrictions are currently in place for borrowers with overdue items. After discussion, along with a review of notes from Laura Gathagan, the proposal is to be returned to the committee for further revision.

2. Sale of fishing licenses.

Director Spoon was unable to obtain information from the DEC regarding the possibility of sales at the library. The sale of passports is now under consideration, which would require a camera for photo identification.

3. Wheelchair lift for the Art Gallery. One estimate to install a lift has been received; others are needed.

4. Sunday hours. A survey is under development for patron interest in limited Sunday hours.

5. To help facilitate the discussion of fines and fees, the Director distributed to board members a pamphlet that provides information on the library's hours, loan periods, fines, patron accounts, behavioral policy and how to get a library card. (See sample.)

New Business.

1. Tax cap. On a motion by Nick Esposito, seconded by Randi Storch, members voted to remain under the state budget cap in 2018.

2. Finance Committee on Unexpended Funds. The library has a debt of \$195,950.54 from a CFCU loan related to building projects costs. On a motion by Nick Esposito, seconded by Kathleen Hennessy, the board approved an \$85,239 payment to CFCU. The payment amount is to come from un-expended Trustee Endowment funds, excluding Books and Materials funds, from 2017 and prior years.

3. 2018 Budget. Kathleen Hennessy presented a preliminary budget for consideration (see handout). Updates will be necessary as decisions are made regarding Sunday hours, building projects, etc. Estimates for air conditioning and window blinds would also be of interest. A final budget proposal will be available at the December meeting.

The meeting adjourned at 8:08 PM on a motion by Nick Esposito, seconded by Randi Storch.

An Executive Session began at 8:09 PM. By consensus, the board approved holiday gift cards for staff. Also discussed were potential candidates for board membership from the Nominating Committee (Diane Ames), and library staffing possibilities.

Linda Eberly, Secretary pro tem

Next meeting: Wednesday, December 20 at 7:00 PM. Annual meeting to be followed by board meeting at 7:10 PM.