

Library Meeting Minutes
November 18, 2015

The Cortland Free Library's Board of Trustees meeting was called to order at 8:00 a.m. at the library on November 18, 2015.

Members present: Mrs. Diane Ames who presided, Mr. Russ Ruthig, Dr. Nick Esposito, Dr. Laura Gathagan, Mrs. Georgette Ogle, Dr. Randi Storch, Mrs. Linda Eberly, Ms. Vivian Bosch, Mr. Mark Martin, Mr. Myron Walter, Ms. Kathleen Hennessy, Ms. Mimi Griswold

Excused: Mr. Aaron Hart, Mr. John Whittleton

Absent: Mr. Mike Anderson

Regarding October's minutes:

The spelling of Lorri's name was corrected.

On page 1, Jacie Spoon clarified the reference to FL Library System by deleting the word "new."

Page 2 minor edits for spelling.

Page 5 Building Committee was clarified.

The Board group accepted and passed the minutes.

The final copy of the corrected minutes will be edited by Jacie for posting and to be sent to all Board members.

Regarding bills and payroll:

Ms. Vivian Bosch questioned an entry for \$37.28 from Staples attributed to DPIL. It was noted that it was for DPIL invitations.

Jacie noted that the added line on P&L for memorial memories and legacies not being recorded properly. She further noted that memorial monies are not being credited correctly.

Jacie reminded Board that the library is still on 90 day trial with collection agency.

Jacie noted that although we are listing income from computer printing, we have not paid for the software being used as the library is a beta test site. At some point the fees collected should be applied towards purchase of software. She also noted we will need a new wireless router. The cost to print will be raised from \$.20 to \$.25. Jacie also commented that she would like to raise all printing fees to \$.25 and to expect to replace the microfilm machines as they are old.

Jacie explained that additional magazine subscriptions will be put under the EBSCO plan in order to obtain discounted rates. She reminded Board that the \$4,253.00 budgeted bill is coming due. Library gets \$223.33 discount by moving magazine subscriptions to one house. It also makes the process cheaper and easier to track, i.e., one big payment vs. several smaller payments.

Mr. Russ Ruthig asked Jacie to explain pension line on page 4 of P&L.

Jacie responded that the library has 2 on retirement plan. Staff has fees deducted from their pay and then library pays the staff.

Russ further noted that on October 15th P&L, no debit shows.

Jacie explained that payment is not until December 15th.

Ms. Kathleen Hennessy asked if it is a prepayment or not. It was clarified that it was a prepayment.

Ms Kathleen Hennessy moved to accept the minutes. Mrs. Linda Eberly seconded.

Director's Report from Jacie Spoon:

Jacie reported increased numbers in programming due to quality employees.

E-stuff is up.

Outstanding credit reduced from \$250,000 to \$225,000.

Ms. Vivian Bosch asked about status of 3D printer. Jacie responded that she hadn't heard but will ask about it.

Vivian also noted that the Short Film Festival article in the Cortland Standard did not mention the library.

Jacie mentioned that McGraw is looking for Tami's replacement. The job entails 3 hours per week and if you know someone to let Jacie know.

Finance Committee Report:

Mrs. Diane Ames said we have reviewed the bills and payroll. She asked if we need to do anything as a board about the "Nonprofit Revitalization Act of 2013." Jacie and Dr. Nick Esposito will double-check but Nick believes we are in compliance..

Diane reminded the Board that there will be a quick Finance meeting on CFCU after the Board Meeting. She noted that John is away and asked if there were any questions.

Jacie raised a concern for the Technology Committee. She explained that the Keri system (front door security) needs to be upgraded. It is five versions behind. The system is two years old.

Building & Grounds Committee Report:

Ms. Georgette Ogle reported that the leak in the Children's Room has returned. McPherson did some digging and found nothing. Georgette did her own investigation and suspects that a small copper pipe may be leaking. Ask Mark Baranello for another dye test.

Georgette also reported that the portico steps are still in disrepair and that McPherson needs to get back on this project. Mr. Russ Ruthig spoke up and said he would "nudge" Jerry(McPherson).

Mrs. Diane Ames noted that the birds in the entryway are making a mess. Jacie stated she has a handyman that may be able to help if it's okay with the Board. It was okayed.

Jacie asked about the Application for Bid for the painting project and asked if it needs to be approved.

Mr. Myron Walter reported that he is waiting for lighting estimate from Pleasant Valley Electric.

Personnel Committee Report:

Verification that Renee Weeks' offer was for Circulation Assistant.
Mr. Russ Ruthig moved to approve hire and Dr. Laura Gathagan seconded.

Grants Committee Report:

Dr. Nick Esposito reported that paperwork for the McDonald Foundation report is filed electronically in May.
Mrs. Diane Ames asked if the Board was in compliance.
Nick responded that we are on schedule.

Old Business Report:

DPIL official kick-off will be Saturday, December 5th from 10 a.m. until 12noon in the Children's Room of the library. Ms. Vivian Bosch reported that \$6,150 has been raised and that the Cortland Breakfast Rotary donated \$500. The library covers \$180 in fees which will be paid as "circulating books."
Jeff Craig of the M.A.T. Group would like to be invited to the next meeting of the Cortland Library Board. Vivian noted that Onondaga County gave \$200,000 to DPIL. Vivian added that she is planning on 50 at the kick-off and that the Cortland Standard will cover the event. Vivian noted that the CACTC may find more funding from other grants.

Dr. Laura Gathagan did not have anything new to report on the watercolor.

Dr. Nick Esposito mentioned that the revised by-laws should be posted on the website with minor format changes.

New Business Report:

Jacie raised the possibility of birthday parties. She had been asked by a patron. It was pointed out that the grants for the 1890 House may have been jeopardized in a similar situation.

Jacie noted that it would be a staffing issue and that she would talk to Tami. It was decided, after brief discussion among Board members, that the project would be left to the Director's discretion.

Ms. Georgette Ogle asked for help with the Book Sale on December 5th from 12Noon to 4 p.m.

Question was asked if there are any valuable books in the library's collection.

Jacie says she has a pile of valuable books.

Mr. Russ Ruthig suggested that it would be a project for Georgette to catalog or inventory.

Jacie responded that the library does not have security or preventative measures in place to prevent unchecked books from leaving the library.

Mr. Russ Ruthig called to adjourn the meeting. Dr. Nick Esposito seconded.

NEXT MEETING IS Wednesday December 16, 2015 at 8:00 a.m.