

Library Meeting Minutes
December 14, 2016

Members present: Mrs. Diane Ames, Mr. Mike Anderson, Ms. Vivian Bosch, Mrs. Linda Eberly, Dr. Nick Esposito, Dr. Laura Gathagan, Ms. Mimi Griswold, Ms. Kim Hay, Ms. Kathleen Hennessy, Mrs. Georgette Ogle, Ms. Jacie Spoon, Dr. Randi Storch, Mr. Myron Walter, Mr. John Whittleton

Excused: Dr. Mark Martin, Mr. Russ Ruthig, Mr. Myron Walter

Guests: Theresa Mekeel, George Mekeel

The Cortland Free Library Board Meeting was called to order at 7:01 p.m. by Dr. Nick Esposito

Regarding minutes from November 16, 2016 meeting.

Diane Ames moved to accept minutes. Mr. John Whittleton seconded.
Motion accepted.

Regarding Bills & Payroll:

Ms. Kathleen Hennessy moved to accept Bills & Payroll. Ms. Vivian Bosch seconded. Motion accepted.

Regarding Director's Report:

Ms. Jacie Spoon reports that past due items for library building insurance have been paid out of existing funds that had been earmarked for building insurance. Still pending is a \$5K bill, (\$5,434). Commercial package is billed from September 2016 through September 2017. Board says pay the \$5,434. and wait for bills.

Jacie continued with mentions of several items from her written report:
She has an estimate for Workers' Comp insurance from Paychex.
She received an email from Nick Pizzola asking for the remaining 10% of his project balance be paid. Jacie says project is not complete and some negotiation needs to be done. Dr. Nick Esposito noted his value on Technology Committee and suggested he be paid.
Security cameras have been replaced. The bill is pending. Mr. John Whittleton says take the money out of Furniture & Fixtures.
Advantage is no longer the library's cleaning service.
3 tests were proctored in November.
Wireless internet uses are going up. Staff wants to leave the wireless computer on 24/7 for full-time access. Mrs. Diane Ames asked why it hasn't been on 24/7. Nick said it was not secure before.

Dr. Nick Esposito noted that the Executive Committee took no action in November.

Regarding Buildings & Grounds Committee:
No report.

Regarding Community Relations Committee:
No report.

Regarding DPIL:

Ms. Vivian Bosch reported that DPIL received 32 donations yielded the third prize of \$1500 via the Community Foundation event. \$1,183.25 was also raised by the Panhellenic organization on the SUNY Cortland campus. Vivian has not heard back on the Friendly's fundraiser. She reports that the SUNY Education Club fundraiser had amounted \$80 through Thanksgiving and they will continue to fundraise.

Vivian reports 312 kids served with a net of 259 with graduations and moves. 2096 books have been delivered. Vivian noted that funds raised are earmarked for future years.

Regarding Finance Committee:

Ms. Kathleen Hennessy reports she has updated the proposed budget with actuals through November 2016. Vivian asked why DPIL isn't broken out. Kathleen answered that the auditors want it this way. Kathleen went on to say that she sees a shortfall of about \$11,000 but assumes that we will spend all of our allotments. Dr. Nick Esposito added that the budget is a guideline and could be amended in January 2017. Kathleen moves to pass a temporary 2017 budget with room for amendments in January 2017 if necessary. Dr. Laura Gathagan seconds. Motion accepted.

Regarding grants:

Dr. Laura Gathagan had no report. Ms. Jacie Spoon mentioned that a documentary grant has been done.

Regarding investments:

Mr. John Whittleton met with Morgan Stanley. 2% of our 2.4 million dollar account is cash. Will carry about \$40,000 for 1st quarter. January bond is due and will be reinvested. We did give Morgan Stanley the paperwork for the fee-based contract. There will be no transactions costs.

Regarding Long Range Planning Committee:

Dr. Randi Storch had no report.

Regarding Nominating Committee:

Ms. Vivian Bosch had no updates.

Regarding Personnel Committee:

Ms. Vivian Bosch distributed new Library Director Job descriptions.

Mrs. Diane Ames moved to accept the new revised Library Director Job description. Mr. John Whittleton seconded. Motion accepted.

Ms. Vivian Bosch reported that 9 trustees responded to the evaluation form for Jacie. Her review went well.

Regarding Technology Committee:

Jacie said that she had received new computers and they are setup and working well. Steve is working on some glitches.

Old Business:

Regarding paintings, Jacie is still looking for grants. Mrs. Diane Ames added that in 2011 the Board agreed that the library was not in the position to take care of artwork. Discussion followed.

Regarding Keri doors, Jacie reports that no progress has been made. Ms. Mimi Griswold asked if we were still waiting on an estimate and suggested looking for a different company to take care of this.

New Business:

Regarding days closed, Jacie announced that she has to submit days closed for 2017 and log it into Polaris. She noted the dates are 5/29, 7/4, 9/4, 11/23, 12/25 and Jan 1, 2018. Summer hours will run from 7/4 through 9/5.

Regarding Health Insurance...discussion moved to Executive Session.

Regarding Tax Cap, Dr. Nick Esposito noted that the State tells us how much we can levy each year. Much discussion followed about growth of tax base, carry over, overriding and tax freeze credit. Nick suggested a call to Barbara Lifton for more information. Mrs. Diane Ames moved to stay within the tax cap. Ms. Kathleen Hennessy seconded. After further discussion, motion accepted.

Regarding continuing education policy, Vivian noted that she is awaiting some feedback before she brings it to the board.

Regarding the cleaning service, Jacie is getting estimates from other cleaning services.

EXECUTIVE SESSION convened at 8:05pm.

Board voted to extend Christmas Gifts to staff. \$50 for full-timers, \$25 for part-timers.

Jacie suggested we consider a \$1000 HSA for all full-time employees who subscribe to our insurance. With monthly payments to account via payroll. In lieu of library paying deductible. Ms. Vivian Bosch moved to go to the HSA plan. Ms. Mimi Griswold seconded. Motion accepted.

Dr. Nick Esposito noted that the annual meeting will be held on January 18th before the regular monthly board meeting to elect board and officers and Executive Committee.