

**Cortland Free Library  
Regular Meeting Minutes  
December 20, 2017**

The Cortland Free Library Board of Trustees met on December 20, 2017 at 7:08 PM. Members present were: Vivian Bosch, who presided, Nick Esposito, Laura Gathagan, Kim Hay, Mark Martin, Russ Ruthig, Randi Storch, Myron Walter, John Whittleton, Linda Eberly and Jacalyn Spoon, Library Director. Members excused: Diane Ames, Kathleen Hennessy and Georgette Ogle. Members absent: Mike Anderson, Mimi Griswold. The November 15, 2017 minutes were amended, as proposed by Director Spoon, to show a debt of \$195,950.54 from a CFCU loan, and of an \$85,239 payment to CFCU (under New Business: Finance Committee of Unexpended Funds.) The amended minutes were approved on a motion by Nick Esposito, seconded by Randi Storch. Bills and payroll were approved on a motion by Nick Esposito, seconded by Laura Gathagan.

**Director's Report (see written report)**

1. Chess Club is going well with enthusiastic participants who are supportive of the library.
2. PayCo will become the new payroll accounting system in January 2018, replacing PayChex.
3. The Director is exploring several potential sources, e.g.. WalMart, National Endowment for the Humanities, and the Cultural Council.
4. Pleasant Valley Electric is to search for the location of wires and jacks to provide a connection to the Teen Room. This will allow for a computer in the teen room.
5. The security system is in need of updating. One quote has been received from Eastern Security Services in Syracuse, which would provide video surveillance to the parking area. (see proposal)
6. Clock repair. No report.
7. The long-range plan is being updated to indicate the status of items in the plan.
8. Repairs to paintings at the Frame Shop have been put on hold pending the receipt of the donation from trustee Mimi Griswold.
9. Sunday open hour surveys. Few questionnaires have been returned. The Board suggested also posting the survey on our website and contacting the Cortland Standard for a possible article.
10. Some staff members attended a recent on-site workshop on the use of Narcan for drug/opioid overdoses.

**Committee Reports.**

**Investment.** President Bosch stated that Morgan Stanley reported at an Investment Committee meeting on December 13 that an increase from about 5% to 10% in the cash position from invested funds can be expected in 2018, as a result of profits taken and market correction. (See written report.)

**DPIL.** President Bosch reported that the program received third prize (\$1500) in the "most individual donations" category (51 donors) from Cortland Community Foundation's Philanthropy Day Challenge last month. DPIL has enough funding for the upcoming year and slightly beyond. President Bosch is surveying 353 parents of book recipients' reading habits as a result of participating in the program. CACTC collaborated with the survey design and placing it on Survey Monkey.

**Old Business.**

1. Budget 2018. Director Spoon presented the proposed 2018 budget (see copy dated 12/15/17) which shows tax receipts at \$374,650, and total income at \$522,150. She stated

that these amounts may need mid-year adjustments. John Whittleton moved, seconded by Russ Ruthig, to accept the 2018 budget; the motion passed. It was noted that the New York State minimum wage will rise in 2018. Russ Ruthig advised that any surplus amounts at the end of the fiscal year be identified, and a procedure established for moving surplus dollars from one year to the next. Adding a new "carryover" line item in the 2018 budget and adding it to Income as a new line item would be ways to keep track. The Board will need to decide if we use the surplus to pay down the CFCU debt again.

2. Paintings. President Bosch reported that three paintings are at the Frame Shop; an estimate of approximately \$400 for repairs to all three has been made by Vickie Delaney.

#### New Business.

1. Resignations from the board have been received from Laura Gathagan and Mimi Griswold. Nick Esposito moved to accept their resignations with regret and thanks for their service. The motion was seconded by Myron Walter and passed.

2. Vacation time accrual. Vacation time is to begin to accrue for employees on the calendar date of their hiring. Russ Ruthig recommended that Director Spoon determine the vacation schedule; President Bosch suggested that the Vacation policy in the Full-time Personnel Manual will need to be revised.

3. Some of the donations through the Cortland Community Foundation's Philanthropy Day Challenge did not specify the intent of the donation. The Board decided that two of the donations (total \$200) should go to DPIL and two (total \$1100) should go to CFL.

4. Due to a staff's car having been damaged in the parking lot last summer and a more recent verbal threat by a patron, the Director recommends updating the security system to provide outdoor camera surveillance of this area. The matter will be referred to the Technology Committee; other bids should be sought.

The board went into Executive Session at 8:10 PM. President Bosch presented the names of two candidates proposed for board seats, with terms until 2021. President Bosch also presented the Personnel and Finance Committees recommended salary increase for Library Director Spoon for the upcoming year. Both the candidacies and the salary proposal were approved by members present. The meeting adjourned at 8:20 PM.

Linda Eberly, Secretary

Next board meeting: January 17, 2018 at 7:00 PM