

**Library Meeting Minutes  
February 24, 2016-FINAL**

Members present: Ms. Vivian Bosch, Mrs. Linda Eberly, Dr. Nick Esposito, Dr. Laura Gathagan, Ms. Mimi Griswold, Ms. Kathleen Hennessy, Mrs. Georgette Ogle, Ms. Judy Riley, Ms. Jacie Spoon, Dr. Randi Storch, Mr. Myron Walter

Excused: Mrs. Diane Ames, Dr. Mark Martin, Mr. Russ Ruthig

Absent: Mr. Mike Anderson, Mr. John Whittleton

The Cortland Free Library Board Meeting was called to order at 8:04 a.m. by Dr. Nick Esposito

Dr. Nick Esposito announced that the agenda for the upcoming meeting would be provided a week prior to the meeting.

Mr. Myron Walter moved to accept the minutes of the January 24, 2016 meeting. Ms. Vivian Bosch seconded. Minutes were accepted.

Regarding Bills & Payroll:

Ms. Vivian Bosch asked if invoices are being paid out of the Dolly Parton Book fund. She noted that "pseudo" kids should either be paid for from Trustee funds, or if paid from DPIL book funds, the appropriate amount should then be transferred from Trustee funds to DPIL book funds. Specific questions about the December 2015 and January 2016 DPIL invoices on the Transaction Detail by Account and the Imagination Library reports were provided to Director Spoon via email on 2/18/16. Dr. Laura Gathagan moved to accept bill and payroll report with contingency regarding DPIL. Randi seconded. Motion passed.

Regarding Director's Report:

Ms. Jacie Spoon noted that the annual report was done. She asked if we wanted to consider a capital campaign and keep an NBT account open? She noted that the Board voted last May to close the NBT account. Dr. Nick Esposito responded that capital campaigns need to be discussed in detail. Ms. Kathleen Hennessy said keep \$5,000 in it and it serves a purpose and can be kept open.

Ms. Vivian Bosch asked about Unique Management analysis. Ms. Jacie Spoon explained that Aimee did the analysis and we did not reach a 4-to-1 ratio but we are ahead. Ms. Kathleen Hennessy asked if there has been any reaction from borrowers. Ms. Jacie Spoon responded that a few have asked about payment terms. She further explained that when a way overdue book is returned, the library will waive cost of book. Jacie also noted that there is no limit to the number of cases Unique Management will take on.

James Bryan of JBK was selected as General Contractor and was approved by the majority of the Executive Committee on February 4, 2016. Dr. Nick Esposito noted that there will be a few add-ons to the quote which is for lighting and main reading room

painting. Mrs. Georgette Ogle stressed that painting behind the bookshelves is not an add-on and is included in the quote.

Ms. Jacie Spoon announced that Alyssa Harvey has been accepted at S.U. for librarian studies. Tammy Sickmon is back to visiting schools.

Ms. Jacie Spoon asked if she could start spending the \$1600 grant money allotted for First Friday even though the money has not yet been received. Ms. Kathleen Hennessy suggested that she could spend up to half of the money in the grant before receiving it. Dr. Laura Gathagan moved that up to \$800 could be spent before receiving the grant money, Dr. Randi Storch seconded. Motion passed.

Ms. Jacie Spoon said that the Summer Reading Program was granted just half of the money requested by CNY Arts and the Cortland Youth Bureau. She noted that the library needs to raise an additional \$1,000. Tammy has drafted a letter for donors. Dr. Nick Esposito noted letters to donors should go through the Board. Similarly, grant applications should go through the Board's Grants Committee. He will think about the process. Jacie replied that she will send draft of letter to the Grants Committee.

Ms. Jacie Spoon noted that Jaymie has created some posters and a slider for the library website for OverDrive (ebooks).

Ms. Vivian Bosch noted that on the Youth Report, DPIL expenses are included but it doesn't include DPIL income and donations. She asked if DPIL should be on the Youth Report at all. Ms. Kathleen Hennessy said she would like to see it under Youth Report and that it should include both expenses and income.

#### Regarding Buildings & Grounds:

Mrs. Georgette Ogle noted that because painting behind the books has begun, she would appreciate some help moving the books. She has a plan for the project if anyone wants to look at it. She reported that there is another leak in the basement. She talked to the grounds person at the County Office Building about the library's portico steps because the County building has similar steps and they suggested getting back to "First Asphalt."

Mr. Myron Walter explained that it takes two weeks to deliver a lighting sample. As of yesterday (February 23) he was not sure if the sample had been ordered. If we like the sample, it takes three weeks for delivery.

#### Regarding Community Relations:

Dr. Nick Esposito noted that there are two committee members so far.

#### Regarding Dolly Parton Imagination Library:

Ms. Vivian Bosch reported that 170 children have registered, seven have graduated and one used a relative's address. Four have moved since registering. 158 are receiving books. She shared positive feedback from Early Intervention Services. There was

discussion on sharing participants' information with a 3<sup>rd</sup> party. Regarding invoices, Vivian noted that it is extra work to keep the 6 "pseudo" kids separate and asked if library could cover their costs. \$180 will cover a year of books plus the administrative fees. \$150 will cover the cost of the books themselves. Dr. Nick Esposito noted that the books are on the library shelves and cost would come out of library materials portion of endowment. Ms. Mimi Griswold noted that it makes sense. Ms. Kathleen Hennessy moved to transfer \$180 each year to cover the cost of the "pseudo" kids. Dr. Laura Gathagan seconded. Motion accepted.

Regarding Finance Committee:

Ms. Kathleen Hennessy offered that she has not yet updated the budget to show actuals from 2015. Dr. Nick Esposito asked if we have an appointment with Paige. Ms. Jacie Spoon said the Finance Committee needs to come up with a date. Dr. Nick Esposito said that he would like to sit in.

Dr. Nick Esposito reminded the Board that at the end of each year, it looks like we have \$300,000 to \$400,000 in cash. He notes that some libraries have been criticized for having too much cash at the end of the year and wants to address our issue with the auditor and include notation about the cash. Ms. Kathleen Hennessy said it is a timing issue.

Regarding Grants Committee:      Nothing to report.

Regarding Investments:              Nothing to report.

Regarding Long Range Planning:

Dr. Nick Esposito said the initial meeting of the committee will be this Monday, February 29th at 5 p.m. at the library. All Board members are welcome to attend. Nick would like each committee to come up with a report by May 1<sup>st</sup> of where the library should be going.

Ms. Jacie Spoon said she has had to file a waiver because we do not have a long range plan. Nick says he hopes to have it finished for next year's annual report. Ms. Vivian Bosch noticed that it was included in last year's annual report and asked if it carries over. Ms. Jacie Spoon explained that the question from the report doesn't necessarily carry over but it leads to another question and it is possible that we have answered the question incorrectly in past years. Ms. Vivian Bosch asked why Children's Program attendance was down from last year. Dr. Nick Esposito offered that for half of the year, the library did not have a Children's librarian or outreach.

Regarding Nominating Committee:      Nothing to report.

Regarding Personnel Committee:

Ms. Mimi Griswold asked for help in writing the job description for Jacie.

Regarding Technology Committee:

Mr. Myron Walter met February 15 regarding router issues and filtering. Library will not implement filtering at this time. A new router will be purchased. Another meeting scheduled for 3 p.m. today (February 24) with Nick Pizzola. Router is through FLLS.

#### New Business:

There was discussion about a change in Board Meeting time. Dr. Nick Esposito said there is no reason we cannot separate Board meeting and the Morgan Stanley meeting. Mornings are difficult for some. Ms. Mimi Griswold noted that she would like the meeting out of the workday. Ms. Kathleen Hennessy would like to see a time limit. Ms. Jacie Spoon suggested that more people might consider joining the Board. Ms. Laura Gathagan moved to move the Board Meeting to every 4<sup>th</sup> Wednesday at 7 p.m. beginning in March. Ms. Mimi Griswold seconded. Motion passed.

#### **The next Board Meeting will be Wednesday, March 23<sup>rd</sup> at 7 p.m.**

Dr. Nick Esposito remarked that the library needs a policy on termination. Will talk about discipline policy next meeting.

Dr. Laura Gathagan will take pictures of watercolor to her expert on Saturday (February 27).

Mrs. Linda Eberly asked if we will talk about moving Morgan Stanley meeting? Dr. Nick Esposito said he will take it up with the Finance Committee.

Mr. Jacie Spoon reported that the library had an extensive website outage and that she will have bills for this. Nick Pizzola helped get it back online. She also mentioned that she has no access to the door security systems because the software is offline. Needs training. Wants to discuss deadbolts in lieu of electronic locks. Should contact the installer.

Mr. Myron Walter moved to adjourn at 9:14 a.m. Ms. Vivian Bosch seconded.

**\*\*\*NEXT MEETING IS WEDNESDAY EVENING, MARCH 23 at 7 p.m.\*\*\***

