

**Library Meeting Minutes**  
**March 23, 2016**

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

Excused: Mrs. Diane Ames, Ms. Judy Riley

Absent: Mr. Russ Ruthig

Guests: Ms. Theresa Mekeel, staff and George Mekeel, volunteer

The Cortland Free Library Board Meeting was called to order at 7:02 p.m. by Dr. Nick Esposito

Ms. Vivian Bosch moved to accept the minutes of the February 24, 2016 meeting. Mr. Mike Anderson seconded. Motion approved.

Regarding Bills and Payroll:

Ms. Vivian Bosch noted that the Youth Grant Program listing doesn't show income for DPIL. Dr. Mark Martin asked if the lighting company cost(\$6,500) comes from the trustee account. Ms. Jacie Spoon said it was paid from the grant money and what is listed is the 50% deposit. Mr. Myron Walter moved to accept bills and payroll report with correction to Youth Grant Program listing. Mr. John Whittleton seconded. Motion approved.

Regarding Director's Report:

Ms. Jacie Spoon reported that the brownout on February 18<sup>th</sup> also caused a switch to fail which knocked out the library's security cameras. She was unable to count the number of program attendees because the cameras provide the information. She also reported that the Annual Report to the State of New York was completed in February. There will be a follow-up from the FLLS and the State. Jacie said the variance for a long-range plan has been accepted.

Mr. Myron Walter asked if we were getting bills from JBK Builders. Jacie said one is on the way. Myron asked if they will be sent every two weeks. Ms. Georgette Ogle responded yes, every two weeks.

Ms. Vivian Bosch asked what ASK US 24/7 is. Jacie responded that it is an on-line reference hotline. Vivian asked where the donation for PAC came from. Jacie responded that it referred to online donations people make through our website.

Jacie stated that donations greater than \$500. must be deposited in trustee fund. Dr. Nick Esposito added that small amounts could go in general operations. Larger amounts

have to go through the Board. Ms. Kathleen Hennessy added that some donations are earmarked for particular purposes. Nick stated that we should probably have a policy. Kathleen said it would be impossible to cover everything. Jacie added that she deposits overages from the front desk cash box and small donations to the trustee account.

Vivian asked if the Keri Door system is back on line and if so we should probably change things so we can lock doors manually. Myron said that sometimes National Grid will help us out with expenses incurred post brownout.

Myron asked about another leak. Jacie said with significant rain, water tends to come in through the cracks in the basement foundation. She said Joe Compagni said not to worry but she does. She noted that freezing rain can make the cracks worse and that we should fix the situation. Nick suggested that we pursue this.

#### Regarding Buildings and Grounds:

Mrs. Georgette Ogle reported that the contractors are halfway through the painting of the ceiling. They will paint the walls next. A piece of lighting for the cornice has been received but won't turn on. Myron will check after the meeting. Georgette says she hasn't looked any further into the front step issue but will.

#### Regarding Community Relations:

Dr. Nick Esposito reports that there are two members and they will be meeting at 3:30 March 24<sup>th</sup> with Jacie and Nick at the library. Nick went on to say that everyone is invited to attend.

#### Regarding Dolly Parton Imagination Library (DPIL):

Ms. Vivian Bosch reported that we are currently 53 children ahead of the predicted schedule. We have 164 children enrolled with 11 graduates. There are 74 girls and 90 boys. Mr. John Whittleton asked if we have enough funding. Vivian says she has done another round of letters and noted that we already have enough to take us into the second year of the program. She added that a philanthropy class at SUNY Cortland has submitted a grant. She hasn't promoted the program outside of the library yet. Cortland Pre-School Special Ed has contacted her for registration forms. A Randall School teacher has asked for donation forms. Vivian noted that she is working through how DPIL works financially. Dr. Randi Storch asked if it should be thought of separately. Vivian said in her mind it is separate but noted that it is included in profit/loss statement. Ms. Kathleen Hennessy says she thinks there are ways to identify funds for DPIL in more Quick Books. Mr. Mike Anderson asked what the cost was. Vivian replied that it is \$30 per child per year and that each year our cost goes up with more enrolled. Jacie noted that we can back out of the program if we don't have money. Nick added that it is a wonderful program and worthwhile. Vivian would like to send a "welcome" email to

newly registered families, and a "congratulations graduate" email for children who graduate out of the program. Within those emails, she will also encourage use of the library and its programs. Also, she would like to follow up with graduates and ask if they enjoyed the program and encourage them to participate in more things at the library. Nick suggested that PTAs might be interested in donating. Mike asked if Vivian had approached banks and suggested that they like to support that type of program. Banks are on Nancy Hatch's list for FRP's Books to Grow On program, and are therefore off limits to DPIL. Vivian will check list to see if any banks are not on list.

Regarding Finance:

Dr. Mark Martin reported that payroll and retirement are staying within budget. Jacie added that a new transaction report has been created.

Regarding Grants:

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Regarding Investments:

Mr. John Whittleton reported that the portfolio was down almost 5% at the end of February but is now up almost 6.5%. He says things are headed in the right direction. June 23<sup>rd</sup> Investment Meeting has been moved up to June 15<sup>th</sup> at 9 a.m. Investment Portfolio typo under Furniture and Equipment listing will be corrected. John will notify all Board members of Investment Meeting one week in advance.

Regarding Long Range Planning:

Dr. Nick Esposito said a list of members is on the committee roster. He has circulated information on the trends with libraries and will include suggestions from anyone if you send him an email. He emphasized that everyone is welcome. Dr. Randi Storch noted that they want community input. Nick says he wants to meet again in May to put together a preliminary report which can be initially presented to the Board by September/October and have a plan in place by December. Mrs. Linda Eberly asked how long is long range. Nick said 5 to 10 years. Nick also reminded members that he needs committee ideas by May 1<sup>st</sup>. Mrs. Kathleen Hennessy asked Nick to send us notification of next meeting. Nick says he shooting for May 15.

Regarding Nominating Committee:

Nothing to report

Regarding Personnel Committee:

To report in Executive Session immediately following regular Board meeting

Regarding Technology Committee:

Nothing to report

Old Business:

Regarding paintings, Dr. Laura Gathagan reports the two paintings were examined by Vicky Delaney. Neither is valuable. Both need acid free matting and appropriate framing. Will get quotes for repairs. Jacie noted that we can apply for a grant for repairs.

Dr. Nick Esposito mentioned that the trustee handbook says we need a Discipline/termination policy in place before it is needed. Vivian said she will send out a corrected version of the Personnel Manual again.

New Business:

Dr. Nick Esposito explained the relationship between the Board, the Library Director and the staff. Trustee handbook puts a great emphasis on board overseeing the director and the director overseeing the staff. We need to be careful not to undermine the authority of the Director, The Board sets policy and procedure but the Director carries it out. The Director is responsible for following policies and procedures particularly when it comes to staff.

At 7:49 p.m. the regular Board meeting concluded.

At 7:50 p.m. the Board convened an Executive Session. In the Executive Session, the Board voted to approve the Director's salary.

**Next meeting will be Wednesday, April 27, 2016 at 7 p.m.**