

Library Meeting Minutes
May 18, 2016

Members present: Dr. Nick Esposito, Dr. Laura Gathagan, Ms. Mimi Griswold, Mrs. Georgette Ogle, Ms. Jacie Spoon, Mr. Myron Walter, Mr. John Whittleton

Excused: Mrs. Diane Ames, Mr. Mike Anderson, Ms. Vivian Bosch, Mrs. Linda Eberly, Ms. Kathleen Hennessy, Mr. Russ Ruthig

Absent: Dr. Mark Martin, Dr. Randi Storch

Guests: Theresa Mekeel, George Mekeel

The Cortland Free Library Board Meeting was called to order at 7:04 p.m.
A quorum was not met.

Dr. Nick Esposito reminded members that the change in meetings to Wednesday nights was mutually agreed upon.

Nick suggested that members think about the \$34,000 quote for security gates.

Ms. Jacie Spoon brought up administrative rights/access to library computer files. Currently we have one tech person. Should he have access? Dr. Laura Gathagan asked Jacie how other libraries dealt with this issue. Nick suggested different log-ins with different passwords.

Jacie noted that she did get a proposal on the Unattended Children Policy.

Regarding Director's Report:

Hoopla is already active. In test phase for two years. Not enough bandwidth to use in the library. Similar to e-content. FLLS doesn't have to do maintenance. Hoopla does. Jacie suggested \$1,000 to support or what we are comfortable with. Nick noted that would come from Library's Materials budget. Free to patrons. Service to lend movies or books-think Netflix. Must have a library card to borrow. Offers a new catalogue of things to borrow not currently available. Next level involves allowing community groups to post events and information. Mr. John Whittleton suggested it might cut down on staffing. Dr. Laura Gathagan liked the idea of moving forward. Nick asked Jacie for a projected number of users.

T.E.I. Landmark contract signed.

Still working out kinks with EBSCO.

Leak in Youth Services fixed. Working on insurance claim which was denied initially. Mark Barnello has sent a letter to Bailey Insurance on behalf of the Library.

Takeaway from NYLA: if you write a letter to a congressman or representative, you are one of very few people that actually do.

Paid for Aimee to go to a classification workshop. Jacie says money well spent.

National Poetry Month. Would have liked better numbers on submissions. Very low attendance. Ms. Mimi Griswold asked where did we solicit for entries?

Bookfest did well.

Total Library visits up year-to-year.

Executive Committee approved above shelf lighting. Still within estimate of total cost for project. Georgette noted that front steps have been repaired and there is leftover repair material.

Buildings & Grounds:

Mr. Myron Walters stated that he still has concerns about the air conditioning proposal and quote. He believes the unit is undersized for full capacity of building but will cool. 80% noticeable. Proposal did not offer any heat loss information.

Nick asked if air will be dehumidified and if we will have a flow of moisture that will be okay for materials. Myron answered that the relative humidity will be constant throughout the building. The issue is getting rid of the humidity. Jacie noted that the actual coolers are attached to the walls and that with an historic building there would be limitations. Myron added that the system could keep up without a string of hot days. 72 degrees though, is not going to happen but it will take some of the edge off. Jacie asked about collection protection is there would be mold issues. Myron explained that traditionally a building this size calls for a large air handler. The quote is for 7 separate units and is not built for moving large volumes. It is very quiet. Myron expressed that he is concerned with way the proposal is written.

Georgette reported that since the main reading room is finished she would like the carpets cleaned. 8 area rugs and 2 9x12 rugs. Has a \$900 quote from a McLane company. Georgette notes the windows are beautiful without drapes. Meldrim's estimate for cellular shades \$16,000 plus. She is waiting for a call back from Innovative Windows in Groton.

Community Relations report:

Nick reported that Coffee Mania did a wonderful presentation but the average age of attendees was older than expected.

Finance Committee report:

Mr. John Whittleton says things are pretty good. Up 3.7% first quarter. We have \$193,000 in cash and that was by design. Nick suggested paying off construction bills. Jacie noted that we have just \$53,000 but more is pending. Pleasant Valley still needs to give us a bill. Laura brought up our investment in fossil fuels and noted that it seems to be an investment trend to divest away from. Nick reminded all that everyone is welcome to the Morgan Stanley meetings, the next one being June 22nd.

Grants report:

Laura had nothing to report. Nick noted that \$2140 grant from Cortland Community Foundation is specifically for giving books to kids, not for administrative costs. Nick noted that Vivian is aware of this.

Nick read Vivian's DPIL report.

Long Range Planning Committee report:

Nick reported that a preliminary plan has been put together and they are now setting priorities. Will be meeting May 31st to finish and hoping to have some kind of proposal by Fall.

Nomination Committee report:

Judi Riley has resigned. Nick will resign at the end of the year.

Personnel Committee report:

Mimi Griswold reported that the vacation policy is almost ready. Also working on termination policy and Library Director's job description.

Regarding the paintings:

Laura is seeking a price from Vicky on properly preserving the pieces although they have no intrinsic value. Jacie said get a price and we will seek out a grant.

Next scheduled meeting is Wednesday, June 15th at 7 p.m. There will not be a meeting in July or August. Expect to meet on the 3rd Wednesday of September, October, November and December.

Georgette mentioned that we need to get walkoff carpets cleaned. There are 15 pieces.