

The Cortland Free Library Board of Trustees met at the library on January 22, 2014 at 8:10 AM following the annual meeting. Members present: Dr. Nick Esposito, Ms. Kathleen Hennessy, Dr. Mark Martin, Ms. Georgette Ogle, Mr. Russ Ruthig, who presided, Mr. Dale Taylor, Mr. John Whittleton, Mrs. Linda Eberly and Ms. Jacalyn Spoon, Library Director. Members excused: Mrs. Diane Ames and Mr. Aaron Hart.

Minutes, bills and payroll of the December 11, 2013 meeting were reviewed. The minutes were amended to indicate, in the Director's Report, that only one [delete three] signature is required by NBT Bank for financial transactions, and, under the Technology Committee's report, first sentence, that Microsoft will no longer support Windows XP; therefore FLLS will not either. On a motion by Ms. Hennessy, seconded by Dr. Esposito, the amended minutes, bills and payroll of the December meeting, and the bills and payroll of the November 2013 meeting were accepted.

Director's Report (see full report).

1. Former director Zaharis is working about ten hours a week, currently on the annual report, Quick Books, and other projects.
2. The contents of the safe deposit box at NBT Bank did not appear to be of great interest or value, and included old contracts with the city. The library no longer has a safe deposit box.
3. The deHaas painting has been moved back to the library, with plans to hang it along with information about its history and the artist.
4. A bill of \$34,213 has been received from the New York State and Local Retirement Fund with a due date of February 01, 2014. Discussion followed on the history, accuracy, and prior lack of payment of the billed amount. On a motion by Ms. Hennessy, the board voted to submit separate payments of \$5707 (B. Davison's retirement), \$2183 (B. Conger's past retirement) and \$225 (contribution for B. Conger if she was in the system before 1983.)

Ms. Hennessy moved that former director Zaharis be hired at the hourly rate of \$12.00 for a ten-hour week after March 1; the motion carried.

Dr. Martin referred to the trustee savings account of \$20,571, earmarked "unrestricted funds." The library's line of credit payment is now over \$1000 a month; it could be paid off with a portion of the amount in the account. Ms. Hennessy stated that Morgan Stanley is able to convert a line of credit to a regular loan. Dr. Esposito suggested consulting the written spending policy for the trustee's account.

Committee Reports.

Finance.

Dr. Martin stated that \$30,000 remains in the reserve account from last year, and recommended that it be transferred to Morgan Stanley in two separate \$15,000 payments; now and in August.

Audit.

On a motion by Ms. Hennessy, seconded by Mr. Whittleton, Port, Kashdin and McSherry was engaged to perform the 2013 audit. An appointment is scheduled for March.

Investments (see 2013 Report of Investment Portfolio.)

Mr. Whittleton reported a very good year with a 16.59% net return (\$390,313.40 income.) Mr. Whittleton affirmed that the merger of the Building Project Fund and the Unrestricted Endowment Fund resulted in the formation of the Board Restricted Fund.

Technology.

Director Spoon stated that the XP computers will be replaced, and that a five-year plan for computers is being developed in consultation with Steve Marstall.

Buildings and Grounds.

Ms. Ogle reported that the Historical Review Board has approved the roofing/portico changes, and that the Youth room floor will be repaired with seam welding at no extra cost to the library.

Grants.

Dr. Esposito stated that approval had been received from the state to proceed with the upstairs flooring project, as outlined by Jon Carnes. Dr. Esposito raised the question of developing a new grant application that could address first floor lighting and possibly classroom(s) in the mezzanine area. Mr. Carnes' estimate for lighting, which would include the installation of energy-efficient fixtures, is \$200,000. Any grant proposal would probably require at least 25% matching funds, with a deadline of late June for FLLS> Consensus of the board was to proceed with an application for funding.

Personnel.

Director Spoon reported that a new Circulation Desk employee, hired in December, has not been working out; a joint meeting of the Budget and Personnel committees is scheduled for February 5 at 8:00 AM.

New Business.

Director Spoon reported on the operating failure of a boiler, related to the freezing of an intake line, on January 2. The library closed at 3 PM that day; repair work is to be done by Mr. Baranello.

The meeting adjourned at 10:10 AM on a motion by Ms. Ogle.

Linda Eberly  
Secretary