

## Cortland Free Library Board of Trustees – Meeting Minutes – 1/17/18

The Cortland Free Library Board of Directors met on January 17, 2018 at 7:01 PM.

Members present were: Vivian Bosch, who presided, Nick Esposito, Kim Hay, Kathleen Hennessy, Mark Martin, Maria Manning, Georgette Ogle, Russ Ruthig, Randi Storch, John Whittleton, Linda Eberly and Jacalyn Spoon, Library Director.

Members excused were: Diane Ames, Sandro Mironti and Myron Walter.

Absent: Mike Anderson. Guests: Aimee Dorward, George McKeel and Theresa McKeel.

Incoming new trustee Maria Manning was introduced by President Bosch. Amended minutes of the December 20, 2017 meeting were approved on a motion by Nick Esposito, seconded by Randi Storch. Minutes of the 2017 Annual Meeting were approved on a motion by Nick Esposito, seconded by Russ Ruthig. December 2017's bills and payroll were accepted on a motion by Kathleen Hennessy, seconded by Nick Esposito.

### Director's Report .

1. Book sales. In order to sell donated books, Friends of the Library is required to have a tax ID number; 501(c)(3) status has been applied for and is in process.
2. The postponed informational meeting with author Christopher Gardner, Wealth Management CEO, may be rescheduled in early February.
3. An estimate for building cleaning services is slightly higher this year than last.
4. The DeHaas painting is currently held by Steve White of Skaneateles. Director Spoon plans to advertise it locally and online.

### Committee Reports.

1. Building and Grounds. Georgette Ogle reported that a hole in the basement floor has been repaired, and an estimate for spikes at a cost of about \$300 to discourage bird activity on the library's exterior has been received.
2. Dolly Parton Imagination Library. Current enrollment stands at 509. President Bosch reported that Youth Services has expressed interest in combining efforts for future programs with DPIL, including funding. President Bosch corrected the Cortland County Foundation Philanthropy Challenge amounts received: of the total \$10,425 in donations, \$1450 was earmarked for the library, and \$8975 for DPIL. President Bosch plans to apply for a ZONTA club award; the board concurred.
3. Investments. (See written Annual Trustee Endowment Report by John Whittleton.) The report shows a gain of \$368,505.45 (16.35%) for 2017. Unexpended Endowment Funds totaled \$6,634.51 in Books and Materials.

### Old Business.

1. Library Paintings. One restored watercolor is back at the library and on display. A check was received from Mimi Griswold for the repair of another painting, and a third work's restoration will be covered by funds in the amount of \$244 from First Fridays and Furniture and Fixtures.
2. Seven-year Patron Purge Policy. (See draft) Kathleen Hennessy questioned the policy's application to patrons owing less than \$10 in fines; President Bosch proposed revising the existing Annual Purge policy to include inactive accounts with fines less than \$10.

## New Business.

### 1. Standard Annual Votes.

a. The engagement of Port, Kashdin and McSherry for an audit in 2018 was approved on a motion by Russ Ruthig, seconded by John Whittleton. The quote for 2018 increased to \$5900.

b. Payment of recurring bills for 2018 was approved on a motion by Kathleen Hennessy, seconded by Nick Esposito.

c. The transfer from the Trustee Account to the Director's Discretionary Fund of the balance of cash/over-short, small donations and other uncommitted donations from 2017 was approved on a motion by Russ Ruthig, seconded by Randi Storch. An amount of \$664.66 will be transferred.

d. The approval of expenditures of grant money in accordance with the terms of the grant was passed on a motion by Kathleen Hennessy, seconded by Kim Hay.

e. 2018 expenditures using petty cash, the Director's Discretionary Fund and other minor expenditures fort \$150 or less was approved on a motion by Kathleen Hennessy, seconded by Russ Ruthig.

f. A motion by Nick Esposito, seconded by Kathleen Hennessy, to approve the 2018-19 New York State tax levy/library tax in the amount of \$383,570 passed.

2. Electronic bank statements. Director Spoon indicated that bank statements will move from paper to electronic, a speedier process.

3. Committee assignments. President Bosch has drawn up committees for 2018; see print-out.

4. Paid Family Leave. As of January 01, 2018 the NYS Family Leave law provides for employees working over twenty hours per week to be eligible for paid leave for family-related care. Discussion followed regarding short-term disability leave, which is currently available after a certain length of employment and is covered by the library. On a motion by Kathleen Hennessy, seconded by Russ Ruthig, the Paid Family Leave policy was accepted.for implementation provided the contributions will be employee-funded, and pending confirmation that PayCo can split contributions while the DBL policy remains funded by the library.

5. Summer Hours. A letter received from Finger Lakes Library System (see letter) stated that the library had not been open the required 55 hours per week during the summer (July 5-September 5) of 2017, although it was open 57 hours per week during the rest of the year. It was lacking six hours per week during the summer months. Hours are based on population served, which had been incorrectly listed for some years by state statistics. Director Spoon is to propose some options for increasing summer hours.

6. Abatement of summer temperatures in the building. President Bosch has investigated APEX window film treatment measures that are projected to help decrease interior temperatures. The consultant has recommended the use of 3M Prestige 70 on all south facing and Youth Services windows. Nick Esposito moved, seconded by Kathleen Hennessy, to proceed with the proposal; the motion passed.

The board went into Executive Session at 8:35 PM to discuss personnel and financial matters.

Linda Eberly, Secretary