

CFL Regular Board Meeting  
February 25, 2021 - 7:00 p.m.  
Meeting Minutes

**Board Members**

Present: Vivian Bosch, Diane Ames, John Whittleton, John Hoeschele, Kathleen Hennessy, Kim Hay, Mark Martin, Lauren Mossotti-Kline, Liz Cole, Georgette Ogle, Dale Davis, Bryan Riccardi

Excused: Myron Walter

Absent: Mike Anderson

**Others Present**

Staff: Director Jen Graney, Lorri Moore (Business Mgr), Theresa Mekeel (Asst to the Director)

1. Call to order: The meeting was called to order at 7:11 p.m. by President Bosch.
2. Meeting minutes:

Trustee Hennessy moved to approve the January 28, 2021 Meeting Minutes; Seconded by Trustee Ames. No additions or corrections. Motion carried.
3. Financial Statements:
  - a) Lorri provided notes and explanations for the December 2020 corrected financial statements.
    - On the Profit and Loss Budget vs. Actual report a new line was created to our chart of accounts named "Polaris Fine Revenue Receivable". This is below the Net Ordinary Income line, so as not to skew the actual revenue received.
    - The Statement of Financial Condition was corrected after clarification of the Doubtful Accounts Receivable Policy. The original was showing 4 years of doubtful accounts, not the correct 3 years as per Policy. Resulted in an additional write-off of \$8131.27 for 2017 to establish the new balance of \$26,706.33, which now includes 40% of the outstanding receivables from 2018-2020.
    - Trustee Bosch moved to approve the corrected December 2020 Financial Position and P&L reports and replace the versions approved in January. Trustee Whittleton seconded. Motion carried.
  - b) Lorri provided notes and explanations for the January 2021 financial statements.
    - There were a couple of budget line variances due to changes since the budget was adopted in November. The Finance Committee recommends leaving the approved 2021 budget as is, just noting here that there are variances.
    - Correction of the earlier distributed Profit and loss Budget vs. Actual report – a \$4634.09 decrease in donations due to it being double posted in error.
  - c) Trustee Hennessy moved to approve the financial statements for January 2021. Seconded by Trustee Whittleton. Motion carried.
4. Director's report
  - a) The Wilkins Grant application was approved and \$1700 was received for Preschool and Crafty Kids Take and Make Projects.
  - b) The library will be opening on Monday, March 1 with limited capacity, using the key system again. We will also allow for 30 minute computer use.
  - c) The floor in the Youth Services area was stripped, cleaned and sealed/waxed on Friday, February 19 by Castle Services of Ithaca.

5. Committee reports

No Discussion

6. Old Business

No Old Business to discuss

7. New Business

a) Annual Report Vote

-A new section was added to the report because of the pandemic.

b) State did not count curbside as being open

-A lot of notes were put in to help with explaining answers

Trustee Hoeschele made a motion to accept and send the annual report to Finger Lakes Library System, Trustee Hennessy seconded. Motion carried.

c) 5-year review of CFL Termination Policy

-Personnel committee recommends the following changes:

- Change the policy category from “Administration” to “Personnel” to align with NYSED’s suggested policy categories/groupings.
- Add the proposed “Need for Policy” statement to make this format consistent with our other policies.

Trustee Hay made a motion to approve the updated CFL Termination Policy with the personnel committee recommendations, Trustee Hennessy seconded. Motion carried.

d) Elimination of sending patrons to collection agency

-Jen shared a presentation in favor of eliminating the use of the collection agency including the fact that CFL is the only library in the FLLS sending patrons to collection.

-The process in sending a patron to collection was reviewed

-Samples of letters and telephone calls sent from Unique Management System on our behalf was shared

-Eliminating the collection agency aligns with our mission and Long Range Plan

-An outline of steps to handle the process internally if materials aren’t returned was presented.

There was minimal discussion. Trustees should review the presentation and be ready to discuss further at the next meeting.

e) Doubtful Accounts Receivable Policy Review

-A change of the write off time to the end of each fiscal year (12/31) as opposed to the beginning of each fiscal year.

Trustee Martin made a motion to approve the updated Doubtful Accounts Receivable Policy with the change of time that patron debt would be considered unrecoverable and written off from the library’s financial books to the end of each fiscal year (12/31), Trustee Davis seconded. Motion carried.

f) Review of Conflicts of Interest

- Business Manager Lorrene Moore

Lorrene's son, Nick Ackley, owns Max Graphics, a local company that the library does business with.

Lorrene's personal business, Moore Quality Bookkeeping, receives a commission on sales from Checks for Less, the company that the library purchases checks from.

- Trustee Diane Ames

Diane's daughter, Johanna Ames, owns Ames Linen, a local company that the library does business with.

The Board discussed and determined the conflicts to be immaterial.

8. The next Board Meeting will be held: Thursday, March 18, 2021: 7:00 pm

The Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Theresa Mekeel, Assistant to the Director