

CFL Regular Board Meeting  
May 19, 2021 - 7:00 p.m.  
Meeting Minutes

**Board Members**

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

Excused:

Absent: Mark Martin

**Others Present**

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

1. **Call to order:** The meeting was called to order at 7:07 p.m. by President Bosch.  
President Bosch's library fact for tonight: Cortland Free Library is the 3<sup>rd</sup> largest library in the Finger Lakes Library System, behind Tompkins County Public Library and Seymour Library in Auburn. President Bosch shared a table (based on 2019 Annual Reports to the State) that showed different statistics from the three libraries. Cortland is chartered to serve 30,114, while TCPL's number is 101,564 and Auburn's is just slightly larger than CFL at 34,450. What differs the most is that Cortland's public funding and total operating funds are more than 2x lot lower than Auburn's.
2. **Meeting minutes**  
Trustee Mossotti-Kline moved to approve the April 21, 2021 Meeting Minutes; Seconded by Trustee Hennessy. No additions or corrections. Motion carried.
3. **Financial Statements**  
Trustee Hay moved to approve the financial statements for April 2021. Seconded by Trustee Whittleton. No additions or corrections. Motion carried.
4. **Director's report**
  - a) Tammy will be interviewed on May 26 for a Bridge Street segment to be aired in June. She will be giving book recommendations for 2-5 yr. olds.
  - b) Bandwidth update – Spectrum came on 5.13.21 and replaced the modem with one that has up to a 400 Mbps download capacity. (We continue to pay for and use up to 200 Mbps but this allows room for future growth.) They also removed the original splitter and added a signal booster/splitter to help with signal level. Since this was done phones have not had any issues with connections – no breaking up, lost calls or not being able to hear the other person.
  - c) Lorri's remote work setup from home has improved due to the modem change. She is not getting bumped off of the server. She does have secure connections to the server. While Lorri is currently covered by the Temp Telecommuting Policy approved for the pandemic, the Board will need a permanent tele-commuting policy to review and vote on before working from home for Lorri becomes permanent. Rex (FLLS) and Nick Pizzola (Plan First) have worked to ensure Lorri's access from home is secure. She has a dedicated computer for CFL and logs in to the library's server through a VPN. Lorri will still stop at the library every Tuesday for checks.
  - d) Jen has begun cleaning things out of the Director's office in anticipation of moving into the little office that Lorri had occupied, making the Director's office a meeting room. Jen addressed trustees' questions, including that the personnel files are already in the (current) Business Manager's office and the monthly and financial reports will be stored there as well.

## 5. Committee reports

### a) Building & Grounds

President Bosch noticed that the hail guard that was installed last month is on the front of the outside A/C unit and asked if we needed to protect the top as well. Myron explained that the purpose is to protect the exchanger fins from objects getting thrown in by the lawn mower or other means and therefore the top does not need to be protected.

### b) Development/Grants/Marketing Committee

The JM McDonald Foundation requests project reports at 6 and 12 months. Trustee Hoeschele will work with Lorri to supply a brief project status report on the Youth Services HVAC system. This is for the \$35,000 that the McDonald Foundation awarded CFL last fall.

## 6. Old Business

There was no Old Business to discuss.

## 7. New Business

### a) Vote: Paid sick leave for post-Covid vaccine side effects

- Instead of opting in to the FFCRA (Families First Coronavirus Response Act) funds, Cortland Free Library will voluntarily offer additional paid leave due to post-Covid 19 vaccine side effects. Proof of shot will be required. Payroll funds will be used instead of charging an employee's sick time. This will be retro-active for those employees who have already taken time off due to side-effects of the vaccine. The Board hopes this will be an added incentive to get vaccinated. This paid time off is in addition to the NYS requirement to provide up to 4 hrs paid leave per shot.

President Bosch made a motion to use current payroll funds to pay for sick time for post-Covid vaccine side effects; Seconded by Trustee Hay. Motion Carried.

### b) Discussion: Masking Requirements

There is a FLLS meeting on Friday, May 21, 2021 with lawyer Stephanie "Cole" Adams for guidance on masking requirements. For now we are still requiring that everyone wears a mask while inside the library.

### c) Employee Retention Tax Credit

There is a potential Tax Credit the library would be eligible for **under** the American Rescue Plan. This credit is available for employers who kept employees on payroll during the **required** 2020 shut down.

-The time period that the library would be eligible for is March 16 to May 4 when our PPE funds began

-Eligible for up to \$10,000 per employee for a maximum of \$16,500.

-There is a June 30 deadline to apply for this credit

Discussion followed with the majority of trustees that spoke hesitant to accept more federal money since the library did not suffer financially. Others voiced the opinion that we shouldn't turn down money that is already set aside for this purpose. Trustees agreed to wait for Trustee Martin's opinion and thus this tax credit will be readdressed at June's meeting.

### d) Personnel Manual – Proposed Dress Code Update

Jen presented an update to the current employee dress code that simply states "Business Casual" to one that provides staff with more guidance:

“Cortland Free Library employees are expected to present a neat, professional appearance. Everyone is expected to be well-groomed and to wear clothing free of holes, tears, frays, or other signs of wear. Clothing that is overly revealing (i.e., short-shorts, crop tops, see-through clothing) or that displays offensive or inappropriate designs is not allowed. The dress code is business casual, however jeans and t-shirts are generally allowed if they fit the above description.

Employees will be notified by their supervisor or the Library Director if they are in violation of the dress code, and will be expected to remedy it immediately, i.e., they may be sent home to change.”

There was discussion about footwear but Jen felt the update would be good as is.

President Bosch made a motion to update the Full Time and Part Time Personnel Manual Dress Code sections to Jen’s proposed change; Seconded by Trustee Hennessy. Motion Carried.

e) Summer Book Sale Interest

Please let President Bosch know if you would be willing to help with a large, outdoor, Trustee run book sale this summer. The Friends of the Cortland Free Library will be discussing when to hold the Friends sale at their next meeting at the end of June and may want to wait until the fall as originally planned. Trustee Ogle said tables would be put out front along the sidewalk and it would take about 5-6 people working in shifts to man the sale. Help would also be needed to get boxes of books outside. Trustee Ogle said there are enough books if the Trustees and the Friends were both to hold sales this summer.

f) Presentation: Understanding the Statement of Financial Position

President Bosch gave a well-researched, comprehensive power point with effective visuals to understanding the library’s Statement of Financial Position.

The three main take-aways to remember are:

- The Statement of Financial Position is a snapshot in time – it shows the status of the library for a specific date.

- The library’s assets should equal **its** liabilities and equity

- If the library’s net income (money in minus money out) is ever less than \$0, someone should raise a red flag!

8. The next Board Meeting will be held: Wednesday, June 16, 2021 at 7:00 pm

9. Trustee Ames made a motion to move into Executive Session at 8:27.

Staff was excused and the Board discussed potential candidates for the open trustee seat.

10. Executive session and the Board meeting adjourned at 8:34.

Respectfully submitted,  
Theresa Mekeel, Assistant to the Director