

CFL Regular Board Meeting
January 15, 2020 - 7:00 p.m.
Minutes

1. Call meeting to order at 7:00 p.m.

Present: Vivian Bosch (President), Maria Manning, Russ Ruthig, Mark Martin, Kim Hay, Kathleen Hennessy, John Hoeschele, Georgette Ogle, Bryan Riccardi, Myron Walter, Mike Anderson, Diane Ames (via phone), John Whittleton, Jen Graney (Director), Lorri Moore (Business Manager), Tammy Sickmon (former Interim Director)

Absent: Sandro Mironti

Guests: Theresa Mekeel, George Mekeel

2. President Bosch introduced the new director, Jen Graney, to the Board.

3. President Bosch shared thank you notes from Theresa and Aimee re: holiday gift cards

4. Trustee Ruthig moved and Trustee Hennessy seconded to approve the December 2019 regular minutes as amended with correction on the spelling of Lorri Moore's name. Motion passed.

5. Because the December 2019 Financial Statements were still in draft format, Trustee Ruthig moved to table.

4. Trustee Hennessy moved and Trustee Ruthig seconded to approve the December 18, 2019 Annual Meeting minutes. Motion passed.

5. Director's report –

a. Family Literacy Mini-Grant awarded \$346

b. Asking Rosen Grant for twice as much this year due to addition of Homeschool program to the regular Ready Set Read

c. Employees of McIntosh Box & Pallet in Syracuse donated \$956.57 for Building projects/improvements. [McIntosh connection to CFL is Emily Discenza]

6. Committee reports

a. Elevator contract is through June and then through "mutual separation" we will no longer be under contract. Lorri was asked to confirm via email that our contract will be done in June.

b. DPIL donor Erik Huber worked with Pall Corp to have our local Imagination Library added to their list of charities eligible for matching funds

7. Old Business

a. FYI - John's donation of his Coffee Mania 20th anniversary \$1000 prize was designated for the MakerSpace.

b. CFL Logo – Board agreed to support Jen's vision and to let the decision be hers.

8. New Business

a. Standard Annual (January) Votes

• Trustee Walter moved and Trustee Hennessy seconded to accept the engagement of Port, Kashdin & McSherry for 2019 audit. Motion passed.

• Trustee Ames moved and Trustee Hennessy seconded to approve the payment of recurring bills for 2020. Motion passed.

• Because Director's Discretionary Funds policy was revised last year to stipulate a \$1000 limit, the Board agreed that is no longer necessary to vote to transfer from the Trustee Account to the Director's Discretionary Fund the balance of the cash/over-short, small donations and other uncommitted donations from 2019. \$864.27 will be transferred to bring the total up to \$1000.

- Trustee Storch moved and Trustee Whittleton seconded to approve the annual write-off in the amount of \$13,544.74. Motion passed.
 - Currently 40% of the current year's patron debt is included in the write-off amount. Trustee Hennessy suggested considering increasing that amount next year.
 - b. Trustee Hennessy moved and Trustee Walter seconded to use (in principle) the 2019 surplus unexpended unrestricted trustee funds towards CFL's 25% matching funds for the NYS Construction Grant projects. The exact amount is TBD. Motion passed.
 - c. Trustee Martin moved and Trustee Storch seconded using \$1000 from 2020 Trustee Unrestricted for 2020 programs.
 - d. Trustee Storch moved and Trustee Hay seconded accepting the revisions to the Custodian Position Description and increasing the hours from 9 to 12 hrs/week. Motion passed.
 - e. The Board agreed to provide the following to the Friends as our annual wishlist:
Continue raising money through used book sales and other events; Continue advocating and promoting library; Emphasis of the funding given to CFL should be for programming.
 - f. President Bosch shared the 2020 Committee Assignments, noting the consolidation of the Finance and Investments committees, a new Marketing/Development committee which includes Community Relations and Grants. Some trustees provided updated phone info.
 - g. The Board agreed to Business Manager Lorri Moore's request to hold future January Board meetings on the last Wednesday of the month. This one week delay will allow the final year-end financials (instead of draft version) to be provided to the Board. January 2021 mtg will be Jan 27.
 - h. Trustee Hennessy moved to accept Russ Ruthig's resignation with regret. Trustee Storch seconded. Motion passed. Russ has served since 2008.
 - i. There will be a Meet & Greet for the public to meet the new director. Wed Jan 22 5:30 – 6:30. Trustees encouraged to attend.
9. Next Board Meeting: February 26, 2020: 7:00 pm Due to schedule conflicts, the next meeting will be the 4th Wed in February
10. Adjourn