

CFL Regular Board Meeting
October 21, 2020 - 7:00 p.m.
Minutes

1. Call meeting to order at 7:02 p.m.
 - Present: President Vivian Bosch, Maria Manning, John Hoeschele, John Whittleton, Kim Hay, Diane Ames (late), Lauren Mossotti-Kline, Bryan Riccardi, Kathleen Hennessy, Mark Martin (late), Mike Anderson (late), Myron Walter (late), Georgette Ogle (late)
 - Excused: Randi Storch
 - Staff: Director Jen Graney, Lorri Moore (Business Manager)
 - Guests: Theresa Mekeel, Kacie Harder (Port, Kashdin & McSherry)

2. 2019 Audit (Kacie Harder of PKM)
 - No issues with audit process: no problems encountered and no material weaknesses or significant deficiencies found. PKM is issuing an unmodified/unqualified opinion. This is the highest opinion they can offer.
 - Approx. \$490k increase in net assets, attributable primarily to investment results
 - Excluding investment income, revenues increased approximately \$60,000.
 - Expenses decreased 4% (from 580,000 to 555,000) due to a decrease in payroll and related employee benefits and bad debt write offs.
 - \$193,300 increase in Morgan Stanley cash
 - Trustee Whittleton asked whether Money Marketing is considered cash or investments? Kacie clarified that only operating, capital cash and our 2 CDs are considered Cash.

3. Approve September regular board meeting minutes
 - Changes in minutes:
 - Mark Martin was present at last meeting. Move from Absent to Present.
 - Change Lauren Kline to Lauren Mossotti-Kline in “Introductions” section
 - Remove “Change in MS investment accounts” bullet from “Approve Fin Stmt” section
 - Remove words “cash or” from Final Invoice section about taking \$20k
 - Trustee Hennessey moved to approve minutes with changes notes, Trustee Whittleton seconds. Motion carries.

4. Approve Financial Statements for September 2020.
 - Lorri – on 9/30/20 received first half of 2020/2021 tax payment (from levy passed May 2020)
 - Trustee Walter moves to approve, Trustee Hay seconds. Motion carries

5. Director’s report
 - Lorri – local library aid – received \$7014. This is more than expected based on FLLS’s projected 22.6% cut, but no guess as to what 2nd payment will be or when we may receive it.
 - Collaboration and programs – Harry Potter trivia and Crown City Cinema –
 - Private showings – doing groups of 8
 - Winner gets an 8 pack of tickets (they donated 8 packs of 8)
 - Materials/memorial tracking is being updated per new procedure (corrected from “policy”)
 - The Great Give Back discussed by Jen. It is a way for NYS public libraries promote other non-profits in their area. CFL promoted the YWCA’s Aid to Domestic Violence (Trinity Valley Corn Maze tickets and library book display).

- Trustee Hoeschele– asks about PPP program and not having to pay back up to \$50k automatically –
 - Lorri discusses - easy forgiveness application. It is likely – though not official – that PPP loans under \$50,000 will automatically be forgiven.
- NYLA virtual conference in November – one virtual ticket purchased and will be shared between staff

6. Committee reports

- President section – sent a sympathy card on behalf of the Board to former trustee Sandro Mironti and his wife on the loss of their son.
- Buildings and Grounds
 - Art gallery
 1. open; display of CCC photographs that won a contest; blinds installed too
 2. Trustee Walter gives update on track lighting – not much progress – still waiting for replacement parts. Problem has been escalated up the chain.
 - Update on hail guard – being fabricated by Homer Iron Works, got a second quote from Finger Lakes Fabricating and it was \$350; Homer doing it for \$250; Myron will paint and install when ready.
- Grants and Marketing
 - spelling correction on Lauren’s last name
 - Trustee Hoeschele gives update on McDonald grant: met on Monday (10/19) to make award decisions.
 - CCAP grant update – approvals moved along but NYS has pause on all local aid
- DPIL – received a check for \$725 from Corn Ducky Derby (includes donation of \$100 “winning ticket” prize from seller Brian Bosch)
- Finance Committee – PPP funds update. Committee recommends keeping PPP funds we received because we kept employees on full pay throughout the shutdown
- Nominating - candidate for board withdrew name from consideration

7. Old Business

- None

8. New Business

- Trustee Ames read a tribute to trustee emeritus, Leland Taylor. A copy of the tribute is to be included with these minutes.
- Finance committee recommends paying off CFCU loan (balance of \$63,963.52 at 5%) and take another Morgan Stanley loan to library at 3%, saving aprox. \$1000/month
 - Motion to payoff CFCU loan and take a Morgan Stanley loan
 1. Trustee Whittleton moves and Trustee Ames seconds; more discussion about loan term. Motion carries.
- 2021 Budget- Draft (Jen/Lorri/Finance Committee)
 - Finance committee working on next year’s budget
 - Keeping PPP funds and recommending we use ¼ of it over next 4 years towards our budget to bring deficit down each year
 1. Trustee Hennessey– Library spent PPP money, that was used, but because we used it we have money left that would have been used towards payroll
 2. Trustee Hennessey moves that the library use remaining surplus of payroll funds to mitigate the deficits in the budget over the next 4-5 years; John W. seconds, motion carries

- Business Manager Position Description Updates (Jen/Lorri)
 - Discussion of updating job description to better reflect what Business Manager actually does now that we have a full-time director
 - Discussion on description – personnel committee reviewed and recommend approving changes
 1. Trustee Ames moves to update the Business Manager description per the Personnel committee’s recommendation; Trustee Walter seconds; motion carries
- COVID update
 - Director Graney gives update
 1. Cortland is micro cluster.
 2. Director recommends that if we go yellow or orange we should switch back to curbside pickup and close to the public
 - Discussion about continuing to pay staff if we close. Impact on open hours and staffing will depend on length of building closure to public.
 - Preference to wait to see what develops before voting, and when needed board can go to executive committee to vote quickly
- 5 yr Policy Review:
 - By-Laws
 1. Suggested additions
 - a. Add to Officers section 2: “The board president serves as an ex-officio member of all committees and has full voting rights.”
 - i. Discussion
 - ii. No objections
 - b. Committees – To be in compliance with the 2016 NYS change to the bylaws rules which stated that bylaws must state which committees are empowered to "bind" the corporation and must include the exact phrase "committees of the board,” we need it to say that other committees don’t have the power to bind the board like the Executive Committee does. Added new “Other Committees” section to Article V.
 - i. Discussion about additional paragraphs
 - c. Discussed FLLS’s recommendation to add new section on allowing meetings to be conducted online. The consensus was that this was not applicable to our library because it’s not in our bylaws that our meetings need to be in person so by default we’re following the open meeting laws and any related executive orders from the Governor.
 - d. Motion to approve changes (a & b only)
 - i. Trustee Hennessey moves, Trustee Ames seconds, motion carries
 - Document Retention and Destruction Policy (Lorri) - <http://www.archives.nysed.gov/records/local-government-record-schedule/fiscal>
 1. Lorri discusses – During our audit, Lorri was told we should have a retention policy. While we follow NYS guidelines, Lorri doesn’t believe we have a written policy on this
 - a. Director or Business manager to draft policy for next board meeting
- Youth Services Floor
 - Two quotes
 1. \$1335 (includes cleaning supplies) from Castle in Ithaca. same regardless of whether it is daytime, evening or weekends, or split into 2 days.
 2. \$1875 on weekday, \$2250 on weekend or evening, from Esti Cleaning in Cortland

- Board to approve spending up to a certain amount to have floors redone
- Discussion
- Motion to approve that library spend \$1335 from Building Maintenance funds to have the youth services floor stripped, cleaned and sealed. Trustee Hay moves, Trustee Mossotti-Kline seconds. Motion carries.

9. Next Board Meeting: November 18, 2020: 7:00 pm

10. Adjourn Regular Meeting at 8:22pm

11. Executive Session convened at 8:23 with trustees and Jen

- Director's 2020 evaluation and 2021 goals were reviewed and discussed.
- Names of potential trustee candidates were shared and discussed.

Respectfully submitted,
Maria Manning, Secretary