

CFL Regular Board Meeting
December 16, 2020 - 7:00 p.m.
Meeting Minutes

Board Members

Present: Vivian Bosch, Diane Ames, Myron Walter, John Whittleton, John Hoeschele, Kathleen Hennessey, Kim Hay, Mike Anderson, Mark Martin, Lauren Mossotti-Kline, Randi Storch, Liz Cole, Bryan Riccardi (late)
Absent: Georgette Ogle

Others Present

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

1. Call to order: The meeting was called to order at 7:02 p.m. by President Bosch.
2. Meeting minutes:
Trustee Walter moved to approve the regular November 2020 minutes; Seconded by Trustee Anderson. No additions or corrections. Motion carried.
3. Financial Statements:
 - a) Lorri noted that with the transfer of the CFCU loan to the Morgan Stanley loan, the combined total of \$147773.36 can be seen in one entry on the statement of Financial Position.
 - b) The Morgan Stanley loan rate is 3% for 5 ½ years.
 - c) Trustee Hennessey moved to approve the financial statements for November 2020. Seconded by Trustee Whittleton. Motion carried.
4. Director's report
 - a) As of Monday, December 14, services at the library were rolled back to curbside. At the FLLS Director meeting FLLS Director Sarah Glogowski said that curbside seems to be the trend at all of the system libraries.
 - b) The library will be offering space to Cortland County Mutual Aid for their Really Free Market. They will set up inside the Court Street Entrance on December 22 from 5:30-7 p.m. The Market will be held at the library two Tuesdays a month (5:30-7 p.m.), January – March.
 - c) Trustee Martin expressed concern that the number of grants listed on the Director Stats for 2020 compared to 2019 is significantly lower. Trustee Hoeschele said that he, with Trustees Cole and Mossotti-Kline will be providing grant help in the future.
5. Committee reports
 - a) Executive
 - On December 1, 2020 the executive committee voted to withhold \$15,000 from payment to Kline, Inc. until the Art Gallery track lighting issue is resolved.
 - b) President's Report
 - The mediator assigned by the Department of Justice for the accessibility complaint filed in 2018 called President Bosch for an update on whether we had secured funding to provide access to the mezzanine. She informed the mediator that our grant application has been on hold since March when Governor Cuomo issued an executive order putting all local grants / aid on hold due to the financial impact of Covid-19 on NYS.

c) Building & Grounds

- Parts that were sent to resolve the Art Gallery track lighting were incorrect. Waiting for another part to arrive.
- Trustee Walter has the hail guard in his possession. He will clean and paint it before installing it.

d) Finance

- Committee is discussing how the auditor calculated the amount of 2019 unspent funds.
- Recommended renewing the DPIL CD at NBT Bank for another 10 months at .45%.

6. Old Business

- Updated Long Range Plan
 - Thanks was given to Trustee Hoeschele for all of his work on the updates to the Long Range Plan. No questions or concerns were voiced.
 - Trustee Ames moved to approve the updated Long Range Plan as presented; Trustee Hennessey seconded. Motion carried.

7. New Business

a) Updated Position Descriptions

- Library Maintenance Technician (David Manglass currently holds this position)
 - Title was changed from Custodian / Maintenance Worker to Library Maintenance Technician to better reflect the position and convey the type of person we would look for to fill the position.
 - An education requirement (minimum of a high school diploma or GED equivalent) was added.
- Library Cataloging and Materials Specialist (Aimee Dorward currently holds this position)
 - Title was changed from Technical Services to Library Cataloging and Materials Specialist
 - Added collection management responsibilities.
 - Revised education requirement from "Four-year college degree or an associate degree and appropriate library experience" to "Minimum 2-year degree and appropriate library experience"

8. President Bosch noted that this was Trustee Storch's last meeting, and thanked her for her 6 years of service.

9. The next Regular Board Meeting: January 27, 2020: 7:00 pm

Note: January mtg will be the 4th Wed of the month. This one week delay will allow Lorri to have the final year-end financials (instead of draft version) to be provided to the Board.

The Regular Meeting adjourned at 7:25 p.m.

The Annual Meeting followed. Separate minutes are provided.

The Board then adjourned to Executive Session at 7:30 p.m. The minutes from the November 2020 Executive Session were approved on a motion by Trustee Hay, seconded by Trustee Walter. Salary and personnel matters were discussed. The meeting adjourned at 7:48.

Respectfully submitted,
Theresa Mekeel, Assistant to the Director

