

## Meeting Minutes – February 18, 2015

The Cortland Free Library's Board of Trustees met at 8:00 AM on February 18, 2015.

Members present: Mr. Mike Anderson, Mrs. Vivian Bosch, Dr. Nick Esposito, Ms. Laura Gathagan, Ms. Mimi Griswold, Mr. Aaron Hart, Ms. Kathleen Hennessy, Dr. Mark Martin, Mrs. Georgette Ogle, Mr. Russ Ruthig, who presided, Ms. Randi Storch, Mr. Myron Walter, Mr. John Whittleton, Mrs. Linda Eberly and Ms. Jacalyn Spoon, Library Director. Member excused: Mrs. Diane Ames. Call to order – 8:00 – Russ Ruthig, VP presiding

The meeting began with corrections to January minutes and an explanation of bills and payroll. Ms. Spoon clarified the book purchasing schedule. Ms. Hennessy moved to approve the minutes, with a second from Ms. Bosch, passed.

Ms. Spoon then gave the director's report (see report). The following notes were made: the upstairs floor is done and looks beautiful; there were nails sticking up at the front door floor and the front door was closed. During the director's report the confidentiality policy was explained. Libraries are not allowed to tell others what any individual has checked out – it's a law. Ms. Spoon proposed a waiver so that those with written approval can ask what related others have taken out (typically family members, parents, home bound, etc). Mr. Ruthig will follow up.

The Youth Services Librarian search continues. Five qualified candidates have applied. Kim Haden, Jenny and Alyssa (library staff) are involved in the search. Question came to personnel committee: Does the committee want to be involved? Ms. Bosch said she would be available if needed.

The following committee reports were made.

- Finance: by Mr. Martin (Ch.) Work has begun to update the spending policy report in order to express investment income more accurately on reports – no board action is required. Mr. Warren S. Eddy's health insurance agreement has increased in cost due to the Affordable Health Care. It will now be \$18 per month. The library is bound to pay. Ms. Spoon will work to locate the actual document. Ms. Hennessy moved to pay the increase, Mr. Whittleton seconded, passed.
- Technology – Mr. Hart, Ch, The technology committee will meet again in the Spring to chart a course for the Fall. Focus on creative space.
- Buildings & Grounds – Ms. Ogle-Ch. Youth Services leak update. Ms. Ogle went to water board, water usage has been the same – therefore, it's not an inside leak. Water board has come and will be back to check service pipes for leak. There are mold issues starting in that area. Will continue to investigate. Current projects updates: Railing guard plan from Accufab is in progress and should be done soon. Loose railing at top of mezzanine is done. All of these are a part of old grants and now wrapping up. Looking into the price of putting a catwalk above ceiling to protect against damaging ceiling. Mostly focused on safety issues. IT room has not been started. The contractor is concerned about the liability insurance required to do the work in the IT room. He did purchase the policy and has sent it Ms. Spoon – she will double check paperwork.
- Investments – no report; Nominating – no report; Personnel – no report; Grants – no report

### Old Business

Dollywood Imagination Library – update given by Ms. Bosch.

Suggestion from Ms. Gathagan – possibly a service project for sororities. Discussion will take place offline about this to explore how this might be sustainable – maybe used as a 1<sup>st</sup> year pilot.

2015 – TAX district – CCSD/Request increase. Petition needs to be signed. Board agrees to increase within the 2% cap. Ms. Amy Zuch of FLLS is suggesting that we need to file a petition for referendum. Ms. Spoon will follow up and ask for the prepared petition from FLLS.

### New Business (None)

Motion and second to adjourn - Passed.

Next month's meeting on the 25 back to regular 4<sup>th</sup> Wednesday of the month.