

CFL Regular Board Meeting  
February 13, 2019 - 7:00 p.m.  
Meeting Minutes

1. Call meeting to order at 7:06 p.m.
  - a) Present: Diane Ames (by phone), Vivian Bosch, Kim Hay, Georgette Ogle, Maria Manning, Kathleen Hennessy, Randi Storch, John Whittleton
  - b) Excused: Mike Anderson, Sandro Mironti, Myron Walker, Bryan Riccardi
  - c) Absent: Mark Martin and Russ Ruthig
  - d) Others Present: Tammy Sickmon (Interim Director), Theresa Mekeel (guest), George Mekeel (guest)
2. President Bosch read a thank you note from Tammy Sickmon for the holiday gift card.
3. Approve January regular minutes and bills, payroll.
  - a) Minutes: Trustee Hennessy moves to approve, Trustee Storch second. Motion passes.
  - b) Bills and Payroll: Trustee Ames moves to approve, Trustee Storch second. Motion passes.
4. Interim Director's report (Tammy Sickmon)
5. Committee reports
  - a) Buildings and grounds update on parking lot fixtures. Install expected between 3/6 – 3/8.
  - b) Corn ducky derby tickets being sold to support DPIL
    - Friends of Library want to sell tickets too to raise money for library programs. Will sell outside of library to avoid confusion with DPIL tickets.
  - c) Investments: As of January 31<sup>st</sup>, up 6.3%
  - d) Phone system: Myron is meeting with Syracuse phone vendor the week of 2/25.
6. Old Business
  - a) Qualified Charitable Distributions (Russ)
    - Move to bottom of agenda (other ways to increase funding)
  - b) Gift Policy – additional revisions
    - Lorri asked for additional changes for improved clarity.
    - Trustee Hennessy moves to accept changes in gift policy to avoid ambiguities, Trustee Storch seconds. Motion carried
7. New Business
  - a. Conflict of Interest – Yearly Review/Sign
    - Completed for everyone present
  - b. Annual Patrons' Records Purge Policy – Records of patrons with 3 years inactivity and fines less than \$10 will be purged
    - Trustee Hay moves to approve, Trustee Whittleton seconds. Motion carries
  - c. Meeting Expectations – Feedback
    - Discussion had by board about what is expected at meetings
  - d. Resignation: Nick Esposito effective 1/17/19
    - Trustee Hennessy moves to accept resignation with regret, Trustee Ames seconds. Motion carries. Secretary Manning will send a thank you.
  - e. President Bosch informed the Board of the following that were approved by the Executive Committee since last month's Board meeting:
    - Parking Lot Lights – approx. \$1800
    - Author/Artist Sales Commissions - \$200 for upcoming construction projects
    - Card Catalog Sales - \$1275 for programs

f. Finance Committee Recommendations

- Rescind \$2500 for the Programs budget due to \$10,000 less money being available in MS surplus funds than thought AND there already being \$2865.82 in YS Unspent Funds AND getting \$1250 from card catalogs sale.
  - Trustee Hennessy moves to accept recommendation, Trustee Whittleton seconds. Motion carries.
- President Bosch asks why we don't allocate money to specific programs in the budget?
  - Trustee Hennessy explains it used to be the way (example of when the City gave money and didn't want it used towards programs)
  - No real reason not to do it. Board restricted, not by donor.
  - Trustee Ames asked Interim Director Sickmon to present a program budget demonstrating need for funding.
- Director's Discretionary Fund Policy – Revisions
  - Policy changed to cap discretionary fund at \$1000
  - Decision to replenish throughout the year instead of just once a year
  - Trustee Hennessy moves to accept Director's Discretionary Fund policy as amended, Trustee Wittleton seconds. Motion carries.
- Move \$1940.27 from Director's Discretionary funds to the Operating fund to keep DDF at max of \$1000.
  - Trustee Hennessy moves to accept moving the money from Director's Discretionary Fund to Operating Fund as suggested, Trustee Storch seconds. Motion carries.

g. Dolly Parton Imagination Library - Combine Book and Admin funds into single DPIL fund.

h. Long Range Plan

- Trustee Hennessy moves to approve long range plan as amended in most recent version, Trustee Whittleton seconds. Motion carried

i. Director Position Description – Updates

- Trustee Storch moves to approve updated description, Trustee Hay seconds. Motion carried

j. Director Job Search: Desired Attributes; Search Committee Volunteers

- Review list of desired attributes provided by staff and email suggestions to Vivian
- Search committee: Kathleen, Randi, Vivian

k. Increasing Library Funding – Options

- Need to discuss options: tax cap, passive vs. managed investing, planned giving, parties?
- In the past board doesn't want to go over tax cap, but maybe need to consider, have Sarah from Finger Lakes come and discuss what other libraries have done?

8. Adjourn at 8:07pm

Minutes respectfully submitted by,  
Maria Manning, Secretary

Next Board Meeting: March 20, 2018: 7:00 pm