

CFL Regular Board Meeting  
February 26, 2020 - 7:00 p.m.  
Minutes

1. Call meeting to order at 7:02 p.m.
  - a) Present: Vivian Bosch (President), Maria Manning, John Hoeschele, Georgette Ogle, Bryan Riccardi, Myron Walter, Mike Anderson, Diane Ames (via phone), John Whittleton, Jen Graney (Director), Lorri Moore (Business Manager)
  - b) Excused: Mark, Kathleen, Randi, Kim
  - c) Absent - Sandro
  - d) Guests: Theresa and George
2. Motion to approve January 2020 regular minutes by Myron, seconded by John H. Motion carries.
3. Motion to approve Financial Statements for December 2019-Final by Mike and Myron seconds. Motion carries.
  - a) discussion by President Bosch –While the 2019 budget was in the red with expenses exceeding income, the actual 2019 income was greater than budgeted and expenses were less than budgeted.
4. Motion to approve January 2020 Financial Statements by John W. and seconded by Mike. Motion carries.
  - a) Discussion by Business manager Lorri Moore: New Capital Campaign report provided to show expenses incurred on the NYS Construction grant projects; the Profit and Loss Budget report to more accurately show the budget items only on that report.
5. Director's report
  - a) discussion
    - i) Director Jen discusses library's role with 2020 census. A dedicated computer with only the census url will be provided for people without internet.
    - ii) Director attended Advocacy Day
    - iii) Summer Reading Program discussion on amount of Community Arts Grant.
    - iv) Discussion of First Friday - starting after renovations complete
    - v) Finger Lakes annual report - no corrections needed
    - vi) Discussion about signage audit - meaning Director going through the signs in the library to see what should be changed
    - vii) Maker Space - income up to \$7000 and spent just under \$5000 - plan is to hold off on the "grand opening" of that area until construction is done
5. Committee reports
  - a. Construction grant projects update provided by Business Manager Moore
  - b. youth services air conditioning update - only one bid even though 7-8 companies came to look – Should have more information soon.
  - c. Friends agreed to trustees' annual wishlist including semi-annual clean-up
  - d. John H. planned long range planning meeting postponed
  - e. Sexual Harassment Training - maybe incorporate into September or October board meeting
6. Old Business
  - a. Construction projects – alternative scopes - Update by President Bosch
    - i. Motion to do a project change request to remove radiator covers from project - Myron moves and John W. seconds. Motion carries.
  - b. CFL Logo (John H.)
    - i. new business cards

- c. CFL Legacy Brochure (John H.)
- d. discussion about announcing new logo as part of something bigger, and work that still needs to be done (letterhead, update website and Facebook)

7. New Business

- a. Annual Report to NYS – Full Board Vote
  - i. executive committee already approved but still need full board approval
  - ii. Motion to approve Annual Report to NYS by John W. and seconded by John H. Motion carries.
- b. Discussion by Board about New Min Standards for 2021 – Overview and comparison of current standards v. the new standards.
- c. FT Personnel Manual – Jury Duty Revision
  - i. comments and discussion on proposed changes
  - ii. Motion to approve FT Personnel Manual with regard to Jury Duty Revision - Myron and John W. Motion carries.
  - iii. nothing in Part Time Manual - Director will propose changes.
- d. Ongoing Book Sale (Georgette)
  - i. Friends decided they want to hold book sale semi-annually, so it was suggested that Library Board should sell leftover books all year - Board agrees a good idea
    - 1. will need a tax ID in order to do this - discussed by Business Manager Lorri Moore
- e. \$1000 Donations
  - i. Susan Deer 2019 donation (programming vs. endowment)
    - 1. discussion about the money going to programming and not endowment
  - ii. South Central anonymous donation
    - 1. finance committee agreed that the money should be used towards construction projects
  - iii. Motion to use Susan Deer 2019 Donation for programming and the South Central Anonymous donation towards the construction projects by John W. and seconded by John H. Motion carries.

8. Next Board Meeting: March 18, 2020: 7:00 pm

Please notify if you are unable to attend a meeting. Please send any new agenda items by 3/11.

Adjourn at 7:52