

CFL Board of Trustees – Meeting Minutes for 03/21/18

The Cortland Free Library Board of Trustees met on March 21, 2018 at 7:05 PM. Members present were Vivian Bosch, who presided, Mike Anderson, Nick Esposito, Kim Hay, Kathleen Hennessy, Mark Martin, Sandro Mironti, Georgette Ogle, Randi Storch, Myron Walter, and Linda Eberly. Members excused: Diane Ames, Maria Manning, Russ Ruthig and John Whittleton. Theresa MeKeel representing the library staff sat in for Library Director Jacie Spoon. Guests: Aimee Dorward and George MeKeel.

President Bosch introduced and welcomed oncoming board member Sandro Mironti. As a board meeting was not held on February 18, 2018, minutes of the January 17, 2018 were accepted on a motion by Nick Esposito, seconded by Kathleen Hennessy. Bills and payrolls for the months of January and February 2018 were accepted on motions by Nick Esposito, seconded by Kathleen Hennessy. Mark Martin noted that receipt of the school tax payment was not noted in the financial report. Nick Esposito stated that two grants have been submitted recently, one by Tammy Sickmn for a summer literacy program in conjunction with SUNY Cortland (Learning by Giving), and another by Alyssa for the Mail-It program through FLLS.

President Bosch acknowledged and shared thank you notes for the Board's 2017 holiday gift cards from employees Aimee Dorward and Tammy Sickmon.

President Bosch reported that a donation of \$880 had been received from Mr. Stephen White of White and White Antiques; the gift was a result of Mr.White taking less than his agreed upon commission for selling the deHaas painting. Diane Ames plans to acknowledge the gift.

Committee Reports (See #20180321)

1. Ad hoc Art. The deHaas painting has been sold by Stephen White of Skaneateles for \$10,150. The library will receive \$9000, less the seller's commission. The check is to be deposited in the unrestricted endowment fund.
2. DPIL. President Bosch reported that an award of \$100 was received from the ZONTA organization.

Old Business.

1. Library Hours. President Bosch presented a proposal for changing the library's open hours to meet the required 55 hours/week minimum. (See handout.) The change necessitated increasing summer hours by six per week. Randi Storch raised the question of adding some Sunday hours, an issue which has been discussed previously, but was considered to be costly. Kim Hay suggested a possible six to eight week trial of Sunday hours, beginning in the fall if feasible financially. Nick Esposito moved, seconded by Randi Storch, to accept the proposed change in library hours; the motion passed.
2. President Bosch reported that 2469 patron records (without fines) were purged on January 18, 2018, leaving 9937 total patrons. Nick Esposito stated that state payment per patron is scheduled to increase by approximately 30% this year.

3. President Bosch confirmed that PayCo is able to split contributions to employee accounts so that Paid Family Leave is employee-funded, while disability leave continues to be library-funded.

New Business.

1. The NYS Trustee Handbook is undergoing revision, and is expected to be available after July 2018.

2. The 2017 CFL Annual Report has been completed. Kathleen Hennessy moved, seconded by Randi Storch, to approve and submit the report; the motion carried.

c. Mi-Fi technology purchase for administrative use was discussed, but there was no interest in making a motion.

3. Parking lot paving. A contract proposal has been received from Stanley Paving in the amount of \$1500 for a sealed surface and \$1225 for latex. After discussion of the offer, Nick Esposito moved, seconded by Myron Walter, to repave the lot with one of the above approaches. The motion passed.

4. Building ventilation. Nick Esposito has received a recommendation of a contract engineer from former board member Bill Kline. The engineer could assess the heat/ventilation problem during the summer months, and suggest ways to alleviate it. Kathleen Hennessy moved, seconded by Myron Walter, to look into assessing ventilation possibilities. The motion passed.

5. Personnel Manual updates.

a. Vacation by Hire Date. Aimee Dorward is looking at data accuracy at this time.

b. NYS Paid Family Leave Act (2018). On a motion by Kathleen Hennessy, seconded by Kim Hay, the new policy was accepted.

6. Trustee Job Description. Nick Esposito moved to accept the proposed policy; the motion was seconded by Randi Storch and passed.

7. DPIL Funds. President Bosch reported that funding for the project is sufficient through this year and into 2019, and that she is researching local CD options for a portion of the amount. TIAA, a teachers' account, offers 2.03% annual interest; other CDs interest rates are considerably lower. Board consensus was to look into a short-term investment account.

8. Policies

a. Library Policies Policy. Nick Esposito moved, seconded by Kathleen Hennessy, to accept the policy as proposed, the motion passed. (See Draft.)

Board member concurred with the placement of policies on the library's website that pertain to the public.

b. Materials Selection Policy of September 17, 2008. See handout for review. Board agreed that the entire policy should be available on the website instead of the current excerpt.

The meeting adjourned at 8:05 PM.

Linda Eberly, Secretary