

## Library Minutes – May 27, 2015

The Cortland Free Library's Board of Trustees met at 8:00 AM on May 27, 2015.

Members present: Diane Ames, Mike Anderson, Vivian Bosch, Laura Gathagan, Mimi Griswold, Aaron Hart, Georgette Ogle, Randi Storch, Linda Eberly, Nick Esposito, Kathleen Hennessy, Myron Walter, Jacalyn Spoon  
Member excused: John Whittleton, Russ Ruthig, Mark Martin

Call to order 8:06 – Diane Ames, President presiding

### **Vote on Minutes, Bills, Payroll:**

Discussion:

- Corrections made to minutes. Nick motion for corrected minutes, Kathleen second. Passed.
- Vote to accept March 26 bills and payroll. Kathleen motion, Laura second.
- Kathleen asked if we received installments for library tax receivables. Jacie will review and follow up.
- Moving forward, we need financial statements included with minutes. We also need to pass these documents separately: Statement of Financial Position and Profit & Loss Budget vs Actual - YTD.
- Nick motion, Vivian second. Passed the Financial documents mentioned above.

### **Director's report**

*Youth Services Librarian search status*

- We agreed to offer Tammy Sickmon \$36K per year, plus a pay-back of the monthly health insurance contribution from the library of \$328.83. If the Tammy needs insurance in the future, we would stop paying this pay-back. In order to transition her into the position we will bring her in part-time, and then she'll begin full-time after June 28. Laura moves to accept the terms of employment as presented to the board via email, Kathleen seconds. Passed.
- Tammy Sickmon arrived to meet the board and Jacie told her that the board passed the motion to move forward with her hire. The board introduced themselves to Tammy.
- Nick made a motion to accept the job descriptions of the *Youth Services Librarian Candidate* (part-time transitional position) and the permanent *Youth Services Librarian*. Nick. Myron second.
- Usage of technology has increased. Borrowing has stayed level.
- Jacie is requesting \$49,343.03 from Morgan Stanley Cash to distribute into NBT Building Accounts. This was based on the recommendation of the finance committee. Nick made a motion to allow this distribution. Kathleen added an amendment asking that John W. provide a prudent timeline for this distribution. The decision was made to defer discussion of accounts to the finance committee.
- UPDATE – Jacie will revisit old minutes to see what is appropriate to do for Dianne Robinson's retirement recognition.
- Jacie is requesting a cleaning service that can come on call when there are bathroom or other cleaning emergencies. Board asked her to find and present pricing and information from a potential service.

## **COMMITTEE REPORTS:**

Finance (No report)

Investments – (No report)

Technology – Aaron Hart, Ch

- Working toward replacing computers as per schedule.

Buildings & Grounds –, Georgette Ogle-Ch. –UPDATES on...

- The leak has stopped as per the season.
- Basement project – The room is almost complete.
- Large Reading Room - On to painting and new lighting. Nick clarified the costs associated with both lighting and painting in order to build 1 scaffold for both project. Laura moves that we reaffirm – Myron seconded this project to move ahead.
- Nick reviewed our borrowing plan. Currently borrowed 250K. Looking to borrow an addition 250K. This would be paid for via a portion of our 4% from the Morgan Stanly accounts. Nick will work with the finance committee to create a black and white plan to present to the board.
- *New* – Portico Steps –Based on historical records we are responsible for fixing the steps. Steve Harrington made a recommendation and we'll look at a quote for fixing.
- *New* – There is mold in YS will be worked on so that mold will be cleaned.

Nominating –no report

Personnel - Mimi Griswold- Committee meeting following board meeting today

Grants – Nick

- McDonald grant update – SUBMITTED, ELECTRONICALLY - see 5/9/15 email

## **Old Business**

- Dollywood Imagination Library - update: Laura moves to launch the pilot program, Mimi seconds, and the board votes YES.
- Discussion to release Expert Building Company from their current agreement/contract with the Library. Nick made a motion to agree to the release document provided pending Russ's review and recommendation.
- Laura will send an email regarding the art project.

## **New business**

- Nick is requesting a new Adhoc Audit Preparation Committee to make sure we're in compliance to all aspects of the law. This committee would use the trustee and director's handbooks to guide the work. Nick is asking that Diane appoint this committee. Consensus supports the creation of this committee.
- Diane believes we have Directors' Insurance. Jacie believes that we don't have this coverage. Diane will review this with Russ to find out if and/or why we decide not to have this.
- Full time staff gets 6 paid holidays. Part-time get 4 paid holidays. There is no floating holiday policy. Jacie is requesting a policy and/or a decision about this. Nick made a motion that the board supports the personnel policy regarding holiday time off and grants the Director the authority to make changes on a case by case basis. Myron seconds the motion – passed.
- Next meeting is June 24<sup>th</sup> at 8am and 9am there will be an update on investment portfolio.