

CFL Regular Board Meeting
June 19, 2019 - 7:00 p.m.
Minutes

1. Call meeting to order at 7:03 p.m.
 - a. Present: Diane Ames, Vivian Bosch, John Whittleton, Mark Martin, Randi Storch, Georgette Ogle, Kathleen Hennessy, Kim Hay, Russ Ruthig, Bryan Riccardi, John Hoeschele, Maria Manning, Tammy Sickmon (Interim Director), Lorrene Moore (Business Manager)
 - b. Excused: Myron Walter, Mike Anderson, Sandro Mironi
 - c. Guests – George Mekeel, Theresa Mekeel

2. 2018 Audit (Kacie Harder of Port, Kashdin & McSherry)
 - a. Audit is done but not received – rescheduled for September meeting

3. Approve May regular minutes and bills, payroll.
 - a. Minutes – Trustee Hennessy moves, Trustee Storch seconds. Motion passes
 - b. Bills and payroll – Effective this meeting, the Board will approve a new smaller set of financial reports instead of approving the traditional “Bills and payroll.” Lorri explained the new reports prior to vote. See “New Business 7.b. for more detail.”
 - Trustee Ruthig moves. Trustee Hennessy seconds. Motion passes

4. Interim Director’s report (Tammy Sickmon)
 - a. President Bosch suggests reporting from Board meeting to Board meeting instead of by previous calendar month. – everyone is ok with that change
 - b. High number at Mad Science Magic show put on by SUNY – why higher than other programs by SUNY?
 - Philosophy for Kids program – low attendance may be due to need for a different title and different day for program
 - c. Stone Soup Community Event – great job with story time – great event
 - Tammy arranged a meeting with Office Abbott and met with Bentley’s mother to discuss the misunderstanding of the library’s role in Bentley’s interaction with the police outside of the library – Positive outcome
 - possibilities of more programming throughout the year for diversity
 - Nancy and Joe Governali will pay for a microphone for Tammy to use at outdoor events.
 - d. Trustees and volunteers need to take sexual harassment training by October 8, 2019
 - e. Business Manager: Completed spending plan of old Bertini donation

5. Committee reports
 - a. President:
 - Director search – offer made to one of the candidates – declined offer – search is still open
 - Accessibility complaint – meeting on the 17th –mediator will ask DOJ to wait 3 months to see if we get construction grant then go ahead with chair lift and see if that works to solve issue --will discuss more during executive session –
 - b. 3 executive committee approvals
 - After confirming with Lorri that there are sufficient available funds in the Operating Technology budget, the Exec committee approved spending \$650 (incl. labor) to replace 2 phones (Theresa’s and YS desk)

- After confirming with Lorri that there are sufficient funds remaining in the Payroll budget (due to not paying a Director yet this year), the Exec committee approved spending \$700 for the 2 finalists in the Director’s search to take the DISC assessment test.
 - Approved offering Whitney Kramer salary of \$50,000 and 3 weeks vacation.
- c. Building & Grounds
- Elevator – not done yet
 - Parking lot – Stanley Paving recommends we put another coat on this year – Trustee Ogle to look at parking lot .
- d. Community Relations – John Hoeschele created an “about CFL” boilerplate to include with press releases for the paper
- e. Finance Committee – received over \$700 in memorial donations for Sam Forcucci.
- f. Imagination Library – Elks Lodge wants to partner with CFL and include Imagination Library with the Family Fun Night that they host
- g. Update on grants –
- Trustee Hoeschele will work with Interim Director Sickmon on funding request for rug and adult chairs
 - Grant money allocated to put screens in north windows – Trustee Ogle found it impossible to open windows
 - Basement renovations – To make clearing out the basement easier when renovations begin, Trustee Ogle plans on selling some of items currently stored in the basement on Cortland County Garage Sale Facebook page
- h. Nominating Committee – Trustee Ruthig will be moving out of state when his house sells, committee will need to look into replacing him
- i. Personnel Committee –
- Trustee Ames will work with Interim Director Sickmon to send an acknowledgment letter to former President and board member Sam Forcucci and discuss a memorial gift
- j. Technology – AS and YS desk phones replaced.
6. Old Business
- a. Surveillance system update – Lorri
- Received a second estimate from Cedar Path, a company recommended by Nick Pizzola. Their recommendation is:
 1. to replace the whole system. Estimate: approx. \$9000 (includes \$2000 for a new server + \$1800 for support)
 - a. Cedar Path wants to come in and perform a demo – Board agrees to give him a chance to do that
 - If it’s the same price for same stuff then there is no need to switch to a new vendor
 - Nick recommends new system now – it is time to replace, and it’s not prudent to just fix the problems.
 - Eastern’s new bid – went down from \$11,275 to \$8085
 - a. Changed tera bites from 10 to 8 which changed the price
 - b. Plus there is a warranty for first year
 - Motion to approve, pending other company’s remote access demo, to pay \$8085 from Morgan Stanley furniture and fixture fund for the current year and/or next year as available
 1. Trustee Hennessy moves, Trustee Hay seconds. Discussion made. Motion passes
- b. Background Check Policy and Prices (Diane and Lorri)
- Personnel committee recommends Board rescind the new policy approved last December and replace it with a procedure requiring that any candidate offered a professional level position must agree we can do a background check, confirm current employer, and confirm name not on sexual offender list

1. Trustee Hennessy moves to rescind Background Check Policy that was passed last December and replace with procedure outlined above by Personnel Committee. Discussion. Trustee Whittleton seconds. Motion passes.
2. To be included on new application
- c. "Check it out....at the Library" concept – CFL brand revitalization (John H.)
 - Not complete yet – will present in September
 - Thought was to engage new director in this process
- d. Contributions/Legacy-giving (John H.)
 - Planned giving flyer that can also be on the website – finance committee reviewed – comments received and incorporated to revised document – need to get with someone to figure out how to get on website – design will be of no cost – then distribute to influencers
 - Trustee Whittleton suggests repeating the note under Subhead 1 under Subhead 3.
 - Trustee Ruthig advised inclusion of Qualified Charitable Distributions and referred to the article he had done for his church newsletter.
 - Trustee Hoeschele can send email out over the summer to get more suggestions
- e. Conflict of Interest Reviews (Diane Ames, Lorri Moore, Myron)
 - Lorri Moore
 1. question 3 – family relationship - Nick Ackley is Lorri's son
 2. question 4 – paid affiliate with Checks for Less – gets amount for every check ordered
 3. Trustee Ruthig moves, Trustee Hennessy seconds
 - a. Board discussed and decided that the conflict is immaterial
 - Dianne Ames
 1. Daughter Joanna Ames owns Ames linen
 2. Trustee Ruthig moves. Trustee Martin seconds
 - a. Boards discussed conflict and determined the conflict is immaterial
 - Myron Walter
 1. Conflict - Received salary from engineering firm
 2. Trustee Ruthig moves. Trustee Hay seconds
 - a. Board discussed conflict and determined the conflict is immaterial

7. New Business

- a. New Director – Vote (Vivian)
 - Next steps – Because the selected candidate declined the job offer, the Search committee's recommendation is to continue with Tammy as interim director and continue hers and Theresa's bonuses – search remains open but the library will not actively pursue new search until September
 - Vacation time might not be enough (offered 3 weeks, industry standard is 4-5)
 - NYLA – put posting back on website in August
 - Discussion of offered director's rejection
 - Over summer think about being on next search committee
 1. Should we include people from community?
- b. Explanation of New Financial Reports to be Approved by Board (Lorri)
 - Number of reports reduced and content condensed to facilitate Board's review and understanding;
 1. Statement of financial position reviewed by Lorri. This new report is a summarized version of the traditional report.
 2. Profit and Loss Budget v. Actual Year to Date reviewed by Lorri
 - a. summarized version of the traditional P&L.
 - b. Suggestions made by Trustee Ruthig to add a "pro-rated" column.
 - c. Discussion had on budget line items and what should be in and what should not be included. DPIL previous year's total expense should be used as the current year's budget.

- d. If more questions it can be in the finance committee
 - 3. Statement of Cash Flows – totally new to reports
 - a. Just net activity for categories listed
 - b. A positive cash flow (“net cash provided by Financing Activities” line) indicates we had money to pay our bills.
 - Comments and discussion on reports being condensed
 - Two additional reports, Donations and Grants, will be provided to the board on a quarterly basis
 - Finance committee will continue to get all original reports. Bills and payroll to be reviewed by finance committee
 - c. Sexual Harassment policy – Revisions (Lorri)
 - Changing “designated person” to “library director” or “supervisor” – if complaint, bring to chair of personnel committee.
 - Lorri will update policy
 - 1. Also checking to see if webinar will work for training
 - Lorri working on procedure if complaint filed
 - Motion – approve changes as outlined by President Bosch. Trustee Ruthig moves. Seconded by Trustee Hennessy. Motion passed
 - d. NYS Library – Future Needs List (Vivian)
 - Construction and broadband needs
 - 1. If we had funds available within next 5 years and beyond what are we considering doing
 - a. Shared list of what the group came up with
 - 2. Due by 6/28
 - e. Trustee Ogle talked to board about summer reading program
 - Starts Monday June 24 6-7pm. Program needs volunteers from Board.
 - Another event on August 17 – 10:30 – 1pm. Program needs volunteers from Board then too.
 - f. Board involvement as advisors to help Interim Director with programs
 - Trustee Ogle – how could someone else help Tammy with duties
 - 1. Some board members become advisors – interest or something good at to share with group of kids – some sort of programming
 - 2. Think about over summer and maybe start in September
 - a. Especially teenage programs
 - i. Maker space
 - Bring on board young adult/adult librarian to help out
 - 1. Wait until fall to discuss then
 - g. Patron’s Email to send out Survey
 - John H. interested in sending out short survey, newsletters, etc. to patron’s email
 - 1. Are there any rules? Regulations? Privacy protection concerns?
 - 2. Theresa waiting to hear back from Finger Lakes about any issues
 - 3. Trustee Ruthig cautioned about protecting patron’s emails.
8. Next Board Meeting: September 18, 2019: 7:00 pm
Please notify if you are unable to attend a meeting. Please send any new agenda items by 9/11.
9. Adjourn Regular Session at 8:38

Minutes respectfully submitted by,
Maria Manning, Secretary