

CFL Regular Board Meeting
August 19, 2020 - 7:00 p.m.
Minutes

1. Call meeting to order at 7:00 p.m.
 - a) Excused: Kathleen Hennessy, Kim Hay, Randi Storch,
 - b) Present: Vivian Bosch (President), Maria Manning, Diane Ames, Mark Martin, Georgette Ogle, Bryan Riccardi, John Hoeschele, Mike Anderson, Myron Walter (late), John Whittleton (late), Jen Graney (Director), Theresa Mekeel (Assistant to the Director)
2. Approve July regular board meeting minutes
 - a) Trustee Ames moves to approve, Trustee Hoeschele seconds. Motion carried.
3. Approve Financial Statements for July 2020.
 - a) Board discusses financial statements for July.
 - b) Trustee Martin moves to approve, Trustee Riccardi seconds. Motion carried.
4. Director's report
 - a) Director Graney has additions:
 - Crown City Cinemas giving free advertising on big screen with new logo and contact information
 - Cortland Voice ran press release about new logo and Jen also sent to Cortland Standard for them to run too
 - b) Comments:
 - Excellent job on the StoryWalk obstacle course!
 - Virtual programs – September First Friday - Jen's group, Reading Material, is performing
 - Virtual Book Clubs – History Buff's book club will begin meeting virtually in September. For other book clubs, interest in meeting virtually continues to be minimal.
5. Committee reports
 - a. Executive Committee: On July 29, 2020 via email, the Executive Committee approved by unanimous consent the Finance Committee's recommendation to cap our Morgan Stanley Line of Credit at \$100k.
 - b. Building & Grounds
 - Trustee Walter reported that the track lighting in the art gallery looks great but is not functioning properly. He has notified Beard Electric and architect Jon Carnes.
 - Custodian Dave Manglass will seal around pipes in the basement. This is not related to the construction work done by Kline Inc.
 - Trustee Ogle reported there was a roof leak on the north side of the building that discolored the area where the ceiling and wall meet. When it dries, it can just be re-painted. Trustee Ogle cleaned around the drains on the roof and found openings around previous patches. Waiting for a roofer to provide an estimate for repair.
 - Diane and Bud Ames have donated money for the art gallery, going to be using that towards blinds for the windows
 - c. CCAP Grant: DASNY informed Trustee Bosch that we were not yet pre-qualified at the NYS Grants Gateway. Business Manager Moore has submitted the necessary paperwork and we are waiting for approval.
 - d. Dolly Parton's Imagination Library – enrollment number is 587 not 573
 - e. LRP meeting delayed.

f. Nominating Committee has a candidate

6. Old Business

- a) Re-opening the library –Updates from Jen: limited hours continue. Computers appointments have picked up.
- b) No Fines Proposal – discussed by Jen
 - Director Graney reviewed the written proposal to eliminate overdue fines, adding the following to the Criteria, and Evidence sections: more materials returned; late materials returned sooner. Discussed having a longer amnesty period (month instead of week) due to the library’s current limited hours and services and fewer patrons visiting the library
 - Discussion and questions by Board
 - Trustee Martin moves to eliminate overdue fines per the proposal presented by Director Graney. Trustee Walter seconds. Motion passes.
- b) AC in Youth Services – top of exterior unit has exposed coils, AirTemp recommended that we purchase a hail guard to protect coils from hail. Estimated cost is \$1,500. AirTemp can make their own protective cover for about half the price.
 - Discussion points: guard or cover cannot restrict the airflow; also concern over intentional damage to the sides of the unit.
 - Trustee Walter requests to hold off on making a decision on spending up to \$1500 until he can look into this more, including reviewing the architect’s/engineer’s specs.
 - Board agrees.

7. New Business

- a) Trustee Memorial Donation for Lee Taylor (50+ years of service to CFL)
 - Recommendations:
 1. The Fleet at Flood Tide (hardcover): \$35
 2. The Fleet at Flood Tide (audiobook): \$60
 3. Twilight of the Gods (hardcover): \$40
 - Board discusses and agrees to buy all three for a total of \$135 from the Trustee fund.
 - Trustee Ames moves to purchase all three recommended books for Memorial Donation for Lee Taylor. Trustee Riccardi seconds. Motion carries

8. Use of Memorial Donations

- a) Due to increases in memorial donations received in the recent past, the Finance committee is reviewing the library’s tradition of spending all memorial donations solely on additional books.
- b) Finance committee has not come to consensus on this and will have a recommendation for September’s meeting.

9. 5-yr Review of Existing Policies

- a) Spending Policy: post-pone vote until September because no consensus by Finance Committee
- b) Whistleblower Policy
 - Trustee Ames moves to approve policy as written. Trustee Walter seconds. Motion carries.

10. Next Board Meeting: September 16, 2020: 7:00 pm

- a) Please notify if you are unable to attend a meeting. Please send any new agenda items by 9/9.

The Regular meeting adjourned at 7:48.

An Executive Session of the full Board and Library Director convened at 7:49.

1. Trustee Ames moves to offer Lauren Kline a seat on the library board with the term ending 2022. Trustee Whittleton seconds. Motion carries.

Executive Session adjourned at 7:54.

Respectfully submitted,
Secretary Maria Manning