

Library Meeting Minutes
September 21, 2016 - FINAL

Members present: Mr. Mike Anderson, Ms. Vivian Bosch, Mrs. Linda Eberly, Dr. Nick Esposito, Dr. Laura Gathagan, Ms. Mimi Griswold, Ms. Kathleen Hennessy, Dr. Mark Martin, Mrs. Georgette Ogle, Mr. Russ Ruthig, Ms. Jacie Spoon, Dr. Randi Storch, Mr. Myron Walter

Excused: Mrs. Diane Ames, Mr. John Whittleton

The Cortland Free Library Board Meeting was called to order at 7:02 p.m. by Dr. Nick Esposito.

Regarding Bills & Payroll:

Ms. Kathleen Hennessy questioned the category "Library Tax Receipts Other." She asked if that was the November payment from 2015. Ms Jacie Spoon said it may be categorized incorrectly. Kathleen moved to accept Bills & Payroll. Dr. Randi Storch seconded. Motion accepted.

Regarding Director's Report:

Ms Jacie Spoon highlighted many items from her Director's Report:
Senator Seward's visit to the library.
Verizon Hot Spot Lending
NYS Fair Library Table
Keri doors repaired but library still does not have mechanical locks in place. She is getting quotes.
Hoopla-88 circulations. \$157.00 spent by FLLS to support our participation. Dr. Nick Esposito recommends sending a proportional amount to FLLS based on our usage. \$100.00 will be donated to support Hoopla.
WiFi route has been replaced. Bill pending.
Microfilm printer is aging. Toner may be hard to come by. \$8K to replace.
Phone line re-routed which is completion of 2011 project.
342 total hours of volunteer services so far this year.
Morgan Stanley line of credit was paid off following Finance Committee meeting.
Unique Management Progress report
Write Off amount is \$10,448.23 for library materials unrecovered and fines uncollected 2009.
Summer Reading Program
National Photography Show scheduled for 2017 in partnership with the Cultural Council.
AWE in Youth Services is outdated. No updates since 2014. Would like to replace.

Mr. Myron Walter asked if we submitted claim to NiMo for blackout. Jacie said no, still working on total.

Dr. Nick Esposito informed the Board of Executive Committee decisions since the last full Board meeting. The by-laws state that the Executive Committee can act on behalf of the Board.

Above-shelf mezzanine lights (\$7,680) -- approved

Unattended child policy -- approved with word 'unattended' replacing 'abandoned'

Background checks for all library employees and volunteers -- approved

Approx. \$900 to clean carpets before 'snow' season -- approved

Transfer money to pay EBSCO bill -- approved

Keri door repairs -- approved

Nick asked to have said decisions entered into the minutes. Mr. Russ Ruthig moved that Executive Committee decisions be entered into the meeting minutes. Ms. Kathleen Hennessy seconded. Motion accepted.

Regarding Buildings and Grounds:

Mrs. Georgette Ogle reports that she has not heard back from JB Smith on air conditioning quote and would like to solicit quotes from other companies.

Mr. Myron Walter reiterated that the JB Smith quote was not properly sized to handle the library. Mr. Russ Ruthig asked if we needed engineering specs. Myron noted that the JB quote did not include heat/loss calculations. He added that the quote is about a third of our budget. Much discussion followed regarding undersized systems, aesthetics, drainage and humidity.

Regarding Community Relations: no report

Regarding DPIL:

Ms. Vivian Bosch relayed that the DPIL program had reached its one year anniversary and asked if approval was necessary to continue. Dr. Nick Esposito said yes.

Dr. Mark Martin moved to continue the DPIL program. Ms. Kathleen Hennessy seconded. Motion accepted.

Vivian went on to share stats on projected and actual numbers of participants and costs of operation. She noted that the biggest challenge was undeliverable books and fundraising. She also added that the program is still waiting for CACTC funding of \$3500.

Regarding Finance:

Dr. Mark Martin met with Morgan Stanley on September 14, 2016 and talked about flat fee vs. commission. Much discussion about the pros and cons including exchange traded funds, saving money and micromanaging. Mr. Russ Ruthig suggested we wait to see the fixed fee agreement Morgan Stanley promised. Dr. Nick Esposito said he would put this on the next agenda. Russ said we should take our time on this decision.

Regarding Grants: no report

Regarding Investments:

Mr. Russ Ruthig said we made some trades and took some profits

Regarding the LRP Committee:

Dr. Randi Storch reported that Nick distributed the proposed Long Range Plan. Nick explained that two items should be removed from the LRP. The improved roof access hatch is approved already. It was in a previous grant. The iron balconies are in progress and there is \$25,000 already approved for that project. Nick reminded the Board that we are required by the state to have a Long Range Plan in place. Ms. Vivian Bosch asked if all members of the LRP committee were in agreement. Nick replied yes. Dr. Laura Gathagan moved that the LRP be accepted with the 2 items excluded from the plan. Ms. Kathleen Hennessy seconded. Motion approved.

Regarding the Nominating Committee:

Ms. Vivian Bosch reported that Dr. Nick Esposito will not be President after January. Vivian will be the nominee for President. She asked if current officers will continue (VP-Russ, Sec'y-Mimi, Treasurer-Mark). Nick noted that we will vote on Executive Committee in January. It is usually 4 officers plus past President. 3 Board seats are up for renewal.

Regarding the Personnel Committee:

Ms. Vivian Bosch reported that she will chair the committee for the remainder of the year. She is working on personnel manuals, discipline and termination policies, vacation policies and the Library Director Job description.

Regarding the Technology Committee: no report

New Business:

Vacation Policy

Final revision has been distributed(5/13/2016). Mr. Myron Walter moved to accept the vacation policy. Dr. Randi Storch seconded. Motion accepted.

Salary for Professionals

Personnel and Finance Committees met September 6. Recommended that Tammy remain at current salary but be paid for all overtime. For hours between 37.5 and 40 paid straight time and for hours over 40 at time and a half. Overtime hours are to be reviewed quarterly. Mr. Russ Ruthig suggested Board approve the concept of her change in position and let the Personnel Manual be re-written later. Russ moved to approve the concept of the change in position for Tammy. Dr. Laura Gathagan seconded. Motion accepted.

HOOPLA streaming

Jacie asked if we should we make a contribution and how much to FLLS? Dr. Laura Gathagan moved that the library contribute \$100 per month to FLLS for the HOOPLA service. Ms. Kathleen Hennessy seconded. Motion accepted.

Security gates

Move to next meeting's agenda. Ms. Vivian Bosch asked if we could get a cost analysis to review.

Administrator rights

Ms. Jacie Spoon requested that Steve Marstall have administrator rights. Dr. Nick Esposito noted that each admin should have separate log ins. Passwords and accounts should not be shared.

Auto Renew

Ms. Jacie Spoon reported that auto renew has been engaged. Borrowers still get notices.

Keri Doors

Ms. Jacie Spoon reports that she is waiting on estimates for manual locks.

Web Hosting

Library host service (Keegan) has expired. FLLS will host our website for about \$177 per year and it will include staff training.

Dr. Laura Gathagan moved to adjourn meeting at 8:45 p.m. Ms. Kathleen Hennessy seconded. Motion accepted.

Next Board Meeting Wednesday, October 19 at 7 p.m.