

CFL Regular Board Meeting
September 16, 2020 - 7:00 p.m.
Minutes

1. Call meeting to order at 7:00 p.m.
 - a) Present: Vivian Bosch, Diane Ames, Maria Manning, Myron Walter, John Whittleton, John Hoeschele, Kathleen Hennessey, Kim Hay, Mike Anderson, Lorri Moore (Business Manager), Jen Graney (Director), Randi (late), Georgette Ogle (late), Lauren Mossotti-Kline (new trustee), Mark Martin
 - b) Excused: Bryan Riccardi
2. Introductions: New Trustee Lauren Mossotti-Kline
 - a) Board introduces themselves to new trustee, Lauren.
3. Approve August regular board meeting minutes
 - a) Typo – “T” in Lauren’s name on last page
 - b) Trustee Whittleton moves and Trustee Hennessey seconds. Motion carried.
4. Approve Financial Statements for August 2020
 - a) Trustee Hennessey moves to accept Financial Statements for August 2020. Trustee Hoeschele seconds. Motion carries.
5. Director’s report
 - a) Tammy’s summer reading report
 - Additions and adjustments made
 - b) Staffing update: Staff have been back on regular pay and as close to reg hours as possible since 7/6.
 - c) Ongoing book sale
 - Board in favor of book sale
 - Discussion about sales tax issue
 - Library is required to have a tax id for ongoing sale. Lorri is working on the application.
 - d) Overdue fines elimination discussion
 - Rex has cleared fine codes so there will be no new fines issued.
 - Aimee and Theresa have waived existing fines within the parameters set.
 - An FAQ will be put on the website.
 - The Amnesty period can come later – need to decide when and how.
6. Committee reports
 - a) Building & Grounds
 - Art Gallery track lighting update given by Trustee Walter: Looks good but the dimmer switch is not working per the specs that were provided. A new part to fix the switch is on order.
 - Missing dentil molding above some of the art gallery windows: Project specs only specified to repair plaster, so the wooden dentil molding was not included in the job. Old dentil molding is likely in the basement and can be used for repair.
 - Hail Guard – Trustee Walter got an estimate from Homer Iron Works for \$250 (as compared to AirTemp’s \$1500). He is getting one more estimate. This would protect the front exposed side facing the NYSEG building.

b) DPIL – Corn Ducky Derby update: race will be virtual on Facebook on 9/26.

c) Finance Committee –

- Committee recommends we keep current active management of endowment. Not going to pursue passive investing now, but should re-visit every 10 years or so.
 1. The Committee felt that our bond requires continued active management. Morgan Stanley said we would save \$5000 a year instead of the original estimate of \$10,000. Committee doesn't feel that's a large enough amount to take a risk – prudent to stay where we are at.
- Remain self-insured for unemployment insurance
- Received copy of 2019 audit and providing comments back to Kacie. Hopefully presented at next meeting.
- Morgan Stanley investment meeting this morning – Trustee Whittleton discusses – up 5% gains for year – portfolio over \$3m. Something to celebrate!

d) Personnel –

- Co-chair Hay will be meeting with Director to review her evaluation (hopefully next week)
- Sexual harassment training needs to happen by Oct. 1, 2020

6. Old Business

a. 5-Yr Policy Review: Spending Policy – Board Vote

- added word “endowment” into title; did clarification in first paragraph when talking about percentages; extracted some outdated information that was in the body of the policy and moved to the bottom where it says “amended” and included explanation of what was there previously

- Trustee Hennessey moves to approve amended Endowment Spending policy, Trustee Whittleton seconds. Motion carries

b. Memorial Donations – Update

- traditionally used to buy books and “book plate” goes in front indicating who donation is for
- donations have increased a bit over the years – so recommended follows gift policy instead of unwritten tradition

- made small changes to gift policy (to be discussed in new business)

c. Hail Guard for YS A/C Unit – Myron gives update

- Trustee Walter moves to spend up to \$250 to repair, Trustee Hoeschele seconds. Discussion about where funds to come from (furniture and fixtures). Motion carries

7. New Business

a. Vote on 2021 Tax Levy

i. Lorrie went onto NYS comptroller's website and completed calculation for 2021

i. Lorrie discusses and gives update – growth factors lower than last year; increase will be \$7111 vs \$8726 previously – so total 2021 \$408,135

ii. Trustee Hoeschele moves to approve levy for \$408,135, Trustee Hennessey seconds. Motion carries

b. Sick Leave Update – Board Vote

i. Director discusses – new requirements mandated by NYS; updated reasons for sick leave and how to contact employer

ii. Lorrie discusses – part time people who normally do not have paid sick time available, they now accrue 1 hour of paid sick leave per 30 hours worked for up to 40 hours per year and eligible for up to 20 hours unpaid sick leave

iii. Discussion

i. Current full-time sick leave policy already exceeds new requirements

- ii. special leave for pandemic and coronavirus situations would supersede this policy; Family Leave Act and leave of absence are also options if employee needs more time off than sick time allows.
 - iii. can carry over leave to next year and accumulate up to 40 hours.
 - iv. Trustee Hay moves to update policy with discussed revisions. Trustee Walter seconds. Motion carries
- c. Gift Policy – Board Vote
 - i. changes to memorial donations – instead of depositing into the Operating Fund it will be put into operating funds,
 - ii. Trustee Ames moves to approve; Trustee Whittleton seconds; motion carries
- d. Philanthropy Day Challenge – DPIL
 - i. Ads in paper for Challenge (main fundraiser for DPIL) – wants to make sure no objections from board to pursue that fundraising avenue again this year - board discusses – no objection from board
- e. Final Invoice for Construction that’s been completed - \$107,000 remaining
 - i. Lorrie clarifies – that’s how much we will need to come up with as part of library funds
 - i. Not entirely sure the numbers because she hasn’t seen final invoice – not including final 10% from NYS (would only be \$5600 because we excluded the chair lift)
 - ii. President Bosch discusses – need a little over \$19000 from Morgan Stanley to cover – suggests board approval to withdraw up to \$20,000 depending on final numbers to fill the gap
 - iii. Trustee Hennessey moves to approve taking \$20,000 from the endowment (Board Restricted funds)

Discussion: Trustee Whittleton suggests the board gift the money to the library as this should be the end of our capital campaigns. President Bosch and Lorri point out that A/C for the main reading room and a LULA lift for improved accessibility are still being discussed.

 - i. President Bosch suggests we approve using up to \$20k from Morgan Stanley Board restricted fund category then Finance Committee can discuss if it should be a gift or a loan
 - iv. Trustee Whittleton seconds; motion carries

8. Next Board Meeting: October 21, 2020: 7:00 pm

Please notify if you are unable to attend a meeting. Please send any new agenda items by 10/14.

9. Regular session adjourned 8:06.

10. Executive session convened at 8:06 with all trustees who were present at the regular meeting and the Director.

- a. Trustee Hoeschele moved to approve the August exec session minutes. Trustee Hay seconded. Motion carried.

Exec session adjourned 8:07.

Respectfully submitted by,
Maria Manning, Secretary