

The Cortland Free Library's Board of Trustees met at the library at 8:00 AM on June 24, 2015. Members present: Mrs. Diane Ames, who presided, Mrs. Vivian Bosch, Dr. Nick Esposito, Ms. Mimi Griswold, Ms. Kathleen Hennessy, Dr. Mark Martin, Mrs. Georgette Ogle, Mr. Russ Ruthig, Ms. Randi Storch, Mr. Myron Walter, Mrs. Linda Eberly and Ms. Jacie Spoon, Library Director. Members excused: Mr. Mike Anderson, Ms. Laura Gathagan, Mr. Aaron Hart and Mr. John Whittleton.

On a motion by Dr. Esposito, seconded by Mrs. Bosch, minutes of the May 27, 2015 meeting were accepted. Dr. Martin moved the acceptance of the May 2015 bills and payroll: Ms. Hennessy and Mr. Ruthig seconded; the motion carried. President Ames reported that a retirement reception for Dianne Robinson, who has been employed at the library for 36 years, will be held on June 25 from 3 to 4 PM.

Director's Report (see full report).

1. Director Spoon stated that the Whistleblower Policy and a Conflict of Interest policy have been signed by current board members.
2. A Part-time Librarian job description has been developed to outline the responsibilities of Jenny Clark's new role on staff. Ms. Clark has accepted a position of Technology training Coordinator at FLLS, and will continue to work at the library as scheduling permits. On a motion by Ms. Hennessy, seconded by Dr. Esposito, the Part-time Librarian job description was accepted with corrections, and Ms. Clark was appointed to that position. On a motion by Dr. Esposito, seconded by Ms. Storch, the salary range for Part-time Librarian was adjusted to indicate that the prevailing minimum wage would be its starting point; the motion passed.
3. Alyssa Harvey has been serving as Youth Services coordinator for 32 weeks in the absence of a librarian for the area, and has done a commendable job. On a motion by Dr. Esposito, seconded by Ms. Griswold, board members voted to give Ms. Harvey a \$3000 bonus for her additional work.
4. Preparations for the annual audit by Port, Kashdin and McSherry have begun.
5. Old computers may now be checked out of the building by borrowers; if not returned or if damaged, the cost is \$200.
6. President Ames and Director Spoon are considering including the summer reading program in the annual budget in the future; it is currently dependent on grants and donations primarily.

Committee Reports.

**Finance.** Ms. Hennessy reported that the committee met on June 10 (see minutes in separate document). Discussion focused on the amount of funding needed to complete the basement/floor grant project, switching the line of credit (LOC) from CFCU to Morgan Stanley, and requesting an additional \$73,000 from Morgan Stanley funds not withdrawn from the trustee budget in 2013-2014. The committee also developed a plan for **Unexpended Funds** as follows:

If funds eligible to be drawn from the endowment within a calendar year are unexpended at year's end, the unexpended portions will be sequestered in accounts titled Unexpended for Books and Library Materials, Unexpended for Furniture and Fixtures, or Unexpended

Unrestricted Funds as appropriate. The unexpended funds can accumulate from year to year and will continue to be managed by the investment manager as the manager, in consultation with the Board of trustees, deems best. However, the unexpended funds will not count as part of the endowment principal in determining the amount to be withdrawn in future years. Because some expenditures vary greatly from year to year, e.g. furniture and fixtures and building repairs, the intent is to save unexpended, accumulated portions in years when expenses are low to pay for these items in years when expenses are high.

On a motion by Ms. Hennessy, seconded by Ms. Storch, the plan was accepted as an amendment to the Endowment Policy.

Director Spoon and staff have determined how to calculate cash box income that should be assigned to operating funds. On a motion by Mr. Ruthig, seconded by Mr. Walter, a \$6834.73 payment from cash box income (printing, library fines, copy machine and MFM transactions) to the Operating account was approved.

**Investments.** See written report. Meeting with Morgan Stanley to follow.

**Technology.** Mrs. Ogle reported that Nick Pizzola and Rex Helwig will be meeting at the library to discuss the IT project.

**Buildings and Grounds.**

1. Mrs. Ogle stated that Stanley Steamer has been contacted re: mold mitigation in the northeast corner of the Youth Services area. Finding the source of the water could require taking up the flooring.
2. The portico steps continue to disintegrate. Mr. Ruthig plans to write a letter to McPherson Builders, accompanied by photos, regarding warranty provisions of the contract.
3. The issue of windows that aren't able to be opened is on hold.

**Old Business.**

Dolly Parton Imagination Library. Mrs. Bosch reported that she has embarked on some fund-raising activities. Information and donation forms are now available in the library and elsewhere in the community, and include a FAQ section. Some donations have been received, and potential donor groups have been contacted about the program and its benefits.

**New Business.**

Ad hoc Audit Committee. Dr. Esposito is organizing a group of board members to review current policies, check on legal aspects of library functioning, and recommend changes where needed. Mrs. Ames, Ms. Storch, Mr. Ruthig and Ms. Hennessy are serving on the committee.

The meeting adjourned at 9:00 AM.

Linda Eberly, Acting Secretary