

**Library Meeting Minutes
December 16, 2015**

Final Update with corrections 1-27-16

The Cortland Free Library's Board of Trustees meeting was called to order at 8:00 a.m. at the library on December 16, 2015.

Members present: Mrs. Diane Ames who presided, Dr. Nick Esposito, Dr. Laura Gathagan, Mrs. Georgette Ogle, Mrs. Linda Eberly, Ms. Vivian Bosch, Ms. Kathleen Hennessy, Mr. John Whittleton, Ms. Mimi Griswold, and Ms. Jacalyn Spoon, Library Director.

Excused: Dr. Randi Storch, Mr. Mike Anderson, Mr. Myron Walter

Absent: Dr. Mark Martin, Mr. Russ Ruthig, Mr. Aaron Hart

Prior to official start of meeting, the Personnel Committee decided that the Board would provide a 2017 holiday calendar to the Director at the November 2016 meeting for planning purposes. The suggested holiday designation of Monday December 26, 2016 was accepted for full timers and part-timers. Monday January 2, 2017 was accepted for full-timers and left up to Director's discretion for eligible part-timers. For the year 2015, the Library will be closed December 24, 25 and 26th.

Meeting called to order at 8:03 a.m.

Dr. Laura Gathagan moved to accept November minutes as is and Dr. Nick Esposito seconded.

Regarding bills and payroll:

Jacie reported that the Morgan Stanley statement had been emailed to her. She reports \$1,474,000 line of credit. Jacie further reported that audit info is available.

Kathleen Hennessy noted that retirement lump payment was made in November so payroll and related expenses are relatively high. Jacie replied that they have retirement estimate in for next year.

Director's Report from Jacie Spoon:

Newly hired Renee Weeks is officially a temporary Circulation Assistant but her position may be permanent due to the need to replace Kim.

Patron numbers are correct(accurate) for the first time.

New copy machine has been delivered and in use as of December 15. Library has a month of overlap with still functioning old Xerox machine.

Ms. Vivian Bosch inquired about need for new router. Jacie replied the Enterprise wireless route is an upgrade from a home version and it offers more capabilities and better speed. Jacie said the library is having serious connectivity issues with staff having to re-boot the router several times a day. Additional equipment is coming from FLLS. Jacie reminded us that Rex of FLLS is aware of our needs.

The question of CIPA filtering and whether or not to implement it with the install of new router, will be addressed separately at another time.

Jacie shared that Nick Pizzola is willing to work with the Technology Committee.

Jacie directed us to correct entry on last page of Director's Report for Technology Stats. The AWE should read "77."

Finance Committee Report from Ms. Kathleen Hennessy:

Kathleen reminded us that we will need to vote on budget next month.

She further noted that the budget assumes a 2% increase in funding. If for any reason it didn't pass or we didn't get it on the ballot, we would be short that amount but a budget consists of our best guesses. She calculated the monies from Morgan Stanley based on 16 quarters ending September 30th.

She is still working on the budget and will review the rolling average calculation when the December investment results are final.

Kathleen says we have a pretty big deficit for 2016 and see a lower salary total for 2015 because the library is short-staffed.

She reports a 2015 surplus of \$65K right now.

She expects utilities to stay the same (\$12K) or likely be lower due to our payment system.

She left technology at \$20K though our spend has been low this year.

Vivian asked if leftover technology money rolls over.

Kathleen replied that it does not usually and is most often moved to cover other expenditure in other departments including building and administration expenses.

Investments Committee Report from Mr. John Whittleton:

John says we have proper documentation.

Mrs. Diane Ames reports that Aaron Hart has resigned because his work schedule has changed.

Dr. Nick Esposito moved to accept his resignation with regret. Dr. Laura Gathagan seconded.

Buildings and Grounds Committee Report from Mrs. Georgette Ogle:

Leak in heating system has been found and repaired by K&B Plumbing. It should be covered by insurance.

A leak in the boiler room was discovered. Acidic condensate was eating away copper piping. K&B plumbing suggests a switch to plastic pipe with re-routing.

Birds continue to make a mess at front entrance. Need a roofer to put pins on roof. It's on Jacie's to-do list.

Nominating Committee Report from Dr. Nick Esposito:

Committee is working on replacement for Mr. Aaron Hart. Committee will meet this morning and go over potential candidates.

Personnel Committee Report from Ms. Mimi Griswold:

Prior to official start of meeting, Board members present decided to provide a holiday schedule to Director for upcoming year at November meeting.

2016 Holiday schedule for Christmas and New Years' Day were agreed upon.

Grants Report from Dr. Nick Esposito:

All are on schedule.

Old Business:

Watercolor-via Dr. Laura Gathagan has no update on the watercolor. Perhaps January.

By-Laws-via Dr. Nick Esposito. All amendments were passed and edits were made that did not affect content. Whatever is online now is up-to-date and consistent with state regulations.

Birthday Parties- via Jacie Spoon. No hurry on parties.

Book Sale-via Mrs. Georgette Ogle. The Library took in \$305.00. Money will be earmarked for future book purchases.

DPIL Update-via Ms. Vivian Bosch. The rollout event at the library on December 5th was a success. Vivian reports 93 registrations so far in the month of December bringing the total number of registered children to 138. This is almost double our projected numbers for mid-December and will require additional funding.

Note to Aaron-via Mrs. Diane Ames. Mrs. Linda Eberly to hand write a note to Aaron thanking him for his service.

Lighting and Painting- John Carnes and Mr. Myron Walter are coordinating lighting fixture install and painting. David Brong of Pleasant Valley Electric has been in to look at the electrical systems in the building.

Portico Steps-via Mrs. Georgette Ogle. McPherson has not gotten back to Georgette or Jacie. Board urged Georgette to first contact Russ and see if he made any progress, then contact a different contractor for estimate and finally go back to McPherson and let them know we may move on project with someone else at McPherson's expense.

Children's Room Repair-via Mrs. Georgette Ogle. Drywall, stud and insulation repair needed at site of leak. Also floor will need repair. Mimi will ask Bob to take a look.

Meeting adjourned.

The next meeting is scheduled for January 27, 2016.

Representatives from Morgan Stanley with investment and portfolio review followed the Board Meeting.

The Nominating Committee met briefly after the Morgan Stanley meeting to prioritize potential candidates.