

Library Meeting Notes
September 20, 2017

Members present: Ms. Vivian Bosch, Dr. Nick Esposito, Ms. Kim Hay, Mrs. Georgette Ogle, Kathleen Hennessy, Dr. Mark Martin, Mr. Myron Walter, Ms. Jacie Spoon

Excused: Mrs. Diane Ames, Mrs. Linda Eberly, Dr. Laura Gathagan, Dr. Randi Storch, Mr. John Whittleton

Absent: Mr. Mike Anderson, Ms. Mimi Griswold, Mr. Russ Ruthig

Guests: Aimee Dorward

Because we did not have a quorum, there was no official meeting. Informal discussion began at 7:05.

2016 Audit: Ms. Kacie Harder of Port, Kashdin & McSherry discussed the 2016 audit and distributed three documents: two letters to the Board of Directors of Cortland Free Library and a Schedule of Findings and Recommendations. She described the audit as: “very smooth”, “no problems”, and “staff and management were very helpful.”

Ms. Kathleen Hennessy asked for a recommendation regarding our reporting of the Library Tax Receivable since we use a calendar year, but the library tax receivable will at certain times of the year, have 1.5 years worth, and it doesn't match up. It can look bad if we are audited. Kacie suggested we write in a plan of how the money will be spent, and also offered to look into this further. Ms. Hennessy asked that she do look into it further.

Ms. Harder said our expenses have gone up 9%. Jacie explained this was due to increases in the minimum wage and insurance rates. Our income has gone down **\$16,000 (?)** from January 2016.

Mr. Martin asked about the “excess” money (\$143,000). Jacie and Lorri say there is no extra; that it is all spoken for. Mr. Martin noted that we're getting another \$180,000 in a month. Ms. Spoon said part of that is 2018 money. NBT Checking has lots of money to be dispersed. Ms. Hennessy will schedule a meeting with Lorri (bookkeeper), Ms. Spoon, Mr. Martin and herself to resolve.

1% of staff time on fundraising is a little low. (This % should not include grant writing.) Ms. Harder will send out the allocations for us to look at.

There is a new line on the audit for bad debt. It is under Program Services. Ms. Hennessy knows it is not really \$80,000. We need to find a way to show what it really is.

June Minutes: Ms. Bosch noted one correction from “annual Patrons *Recovery* Purge policy” to “annual Patrons *Records* Purge policy.” Vote delayed to the next meeting.

Bills & Payroll: Mr. Martin asked for clarification on internet and phone bills. Vote delayed to the next meeting.

Director’s Report: Ms. Bosch asked about the finance situation (“end of our library tax receipts and our CFCU accounts are depleted with no more funds left to transfer over to NBT operating”). Ms. Spoon said that as long as we get our next tax check on time, we are OK. Mr. Martin said we should pay the Morgan Stanley year-end payment when we get our next tax check money.

Committee Reports:

Technology – discussion on firewall options (higher cost). Ms. Spoon is getting more info on the Meraki firewall which would avoid problems with patrons sucking up our bandwidth. This is not a problem yet because people have not been streaming due to past slow speed.

Finance:

Investments: Morgan Stanley likes what we’re doing. Next meeting is December 13th.

Reports: the monthly transaction and operating budget reports now show where the deposit comes from.

DPIL: group agreed that no formal vote needed for approval to participate in the CCF Philanthropy Day Challenge since this has been approved in the past. No conflict was seen between sending letters to specific list of people for donations to DPIL and having a message about donating to CFL on the book check-out slips.

Old Business:

A/C: Ms. Spoon shared a document with the daily temperatures and humidity recorded in Adult Services this summer. Mr. Walter said the total installation cost for the entire building (7 units) is \$71,000, but we have not answered the question of whether the system is sized correctly. The units would take the humidity out of the air and blow cold air. Myron will meet with Ms. Spoon and Scott (jbsmithheating). Option of only doing A/C in Youth Services was discussed. Advantages: enclosed area, smaller area, greatest need due to Baby Time. Mr. Esposito asked if we have done everything we can as far as window treatments to help cool the building. Possibly doing the south and west side as a one-time expenditure to reduce need. Ms. Spoon said she got an estimate last year of \$30,000 which was rejected by the Board.

Parking Lot: Ms. Ogle would like to have the parking lot sealed and striped before it snows. Discussion of funds coming from “other” or “fixtures.” Ms. Hay noted that if we want the work done this fall, we need to get on the list now.

7-Year Purge: FALCONS group consensus is that if the patron only owes CFL, then it is up to us if we want to purge. Because of “one card”, we do not want to purge a patron’s record if he owes

finer at another library. Reason for purging: free up space; allow people to use the library again.

New Business:

9/18/17 FLLS Meeting of Cortland County Trustees and Directors –

- FLLS Director Sara Gogowski said we should expect trickle down cuts from federal and state. The most sustainable form of funding is through school district ballot, but we have to ask for more money. (83% of libraries exceed the tax cap.) Do we want FLLS to help us ask the county to contribute towards cost of Polaris?
- CFL Board consensus that getting the county to kick in is a lost cause and bad P.R. Mr. Esposito suggested that FLLS help by raising the tax cap so we are not limited by 2%. Barbara Lifton is an advocate for eliminating the tax cap.
- Another library has had great success selling fishing licenses. Ms. Hay noted that since CFL is centrally located (vs. going to Walmart), that could be a way to increase revenue. Ms. Spoon will get more info.
- NYS Audit covers policies, by-laws in addition to finances. Mr. Esposito will chair an ad-hoc audit committee with the goal of keeping track of what's going on. Ms. Spoon and Ms. Hennessy will also be on the committee.
- Mr. Esposito suggested we communicate with Kay Zaharis, FLLS Board member, about construction grants.

Funding for AWE computer in Youth Services: The computer started working again but has been out of warranty for quite some time. It would be good P.R. to show Senator Seward that we used his \$3000 for something concrete. Due to its cost, this computer is not on the 5-year replacement plan. Additional money would be needed for the purchase.

Wireless Access Policy – Ms. Spoon asked Mr. Steve Marsted and Mrs. Jenny Shonk (FLLA) to review the policy.

Fines: Ms. Spoon suggested we could try no fines on just board books, or have an amnesty day. Ms. Spoon will provide a report of children's fines. She will also get feedback from the libraries who have gone fine-free. Are they getting more books back?

New Lift for Art Gallery and possibly Mezzanines so they could be used as meeting spaces: Ms. Spoon has gotten one estimate and recommends getting more estimates and pursuing a grant. Mr. Esposito noted that this could be covered under a construction grant. He suggested we invite our Cortland County reps on the FLLS Board to attend one of our Board meetings to inform us about the status of construction grants and allow us to ask questions. (How much of the grant money is returned to NYS?)

The meeting ended at 8:39 P.M.