

Library Meeting Minutes
April 19, 2017

Members present: Mrs. Diane Ames, Mr. Mike Anderson, Ms. Vivian Bosch, Dr. Laura Gathagan, Ms. Mimi Griswold, Ms. Kim Hay, Ms. Kathleen Hennessy, Dr. Mark Martin, Mrs. Georgette Ogle, Mr. Russ Ruthig, Ms. Jacie Spoon, Dr. Randi Storch, Ms. Jacie Spoon, Mr. John Whittleton

Excused: Dr. Nick Esposito, Mr. Myron Walter

The Cortland Free Library Board Meeting was called to order at 7:02 p.m. by Ms. Vivian Bosch

Regarding February meeting minutes:

Ms. Jacie Spoon noted a typo on the second page. Ms. Vivian Bosch noted that a correction has been made in the February Financial reports and reported that there is no HSA contribution for Jacie. Dr. Mark Martin questioned the cost of fiber optics. The figure in the minutes was correct.

Ms. Kathleen Hennessy moved to accept the February minutes. Dr. Mark Martin seconded. Motion approved.

Regarding Bills & Payroll:

Ms. Vivian Bosch questioned the \$600 donation to summer reading program. She also questioned why the Library Trustees Assoc. (LTA) membership is listed under Continuing Education instead of Memberships. (NYLA membership is listed under Memberships.)

Ms. Kathleen Hennessy explained the reason Receivables are so high is that the Library Tax Receivable includes the last 2016-17 payment and both 2017-18 payments even though the final payment won't arrive until March or April 2018. Lorri will discuss with Kacie(auditor) and get back to Kathleen. Russ suggested a footnote "deferred receivable."

Dr. Randi Storch moved to approve Bills & Payroll. Mr. Mike Anderson seconded. Motion approved.

Ms. Vivian Bosch called for questions on the Director's Report.

Vivian asked if we are charging a \$5 processing fee for people purchasing a book. Jacie Spoon said yes. Dr. Mark Martin asked if the Keri Door system had been installed. Jacie responded that the library received a new panel and has been asking about learning the security system. She said the library has received new key fobs and a new users' manual. It will cost \$199 for the first hour of training and \$99 every hour thereafter. Mark further asked if analog(manual) locks have been installed. Jacie said she has an

estimate for \$400 for deadbolts. Ms. Kathleen Hennessy asked when they would be installed. Jacie replied that it was possible next week.

Dr. Randi Storch asked what Plan B was/is since the money did not come in for the teen summer reading program. Jacie said she is looking for corporate donations. Vivian asked if another grant would cover. Jacie replied she hopes something comes up. Vivian asked if we could cut back on the number of books we order from Amazon. Jacie replied that the library can't cut back on money spent from a grant. The library has to spend as per grant. Jacie also noted that she can't manually disable the automatic lights in the reading room as she doesn't know where the original switchbox is. Vivian asked what happens to leftover books not distributed. Jacie said they go to the summer reading program.

Ms. Vivian Bosch noted that there was no action by the Executive Committee.

Regarding Buildings & Grounds:

Mrs. Georgette Ogle reports that the configuration of the ladder to the roof should be changed. A new, lighter hatch would be desirable. A new railing has been installed in the back stairway. A wet spot was discovered in the ceiling in the mezzanine due to a slash in the roof covering. It will be repaired when drier weather arrives. No bill yet. Ms. Vivian Bosch noted that the ladder and railing were included in the \$10,000 earmarked for building repairs at last meeting.

Regarding Marketing:

Ms. Mimi Griswold relayed some of the topics covered at the Marketing meeting with Ms. Vivian Bosch, Mr. Mike Anderson and Ms. Jacie Spoon. Discussion at the meeting on April 18 included defining the important goals or campaigns for the year; making sure all press releases and public information gets pre-approved by Jacie before being published; using the best medium for the demo; reducing the newsletter to one page and its distribution, and designing a cohesive logo. Ms. Kim Hay suggested inquiring about the project based learning program at the high school. Or, contacting Robin Jackson in the art department.

Regarding DPIL:

Ms. Vivian Bosch reported 390 registered participants which is 115 over the projected number. She had Corn Ducky Derby tickets on hand for anyone that wanted to buy some. Will engage the "Learning By Giving" program again. Learned at a CACTC meeting that Nancy Hatch's program was not funded by the McDonald Foundation and it was suggested that she submit for DPIL which she did. She learned after the fact that all grants need to be pre-approved and asked if she should withdraw her application for \$30,000. Georgette offered that the room upstairs needs work should we gain some money. Mr. Russ Ruthig mentioned that construction grants would cover that. Georgette added that the basement needs work. Ms. Kathleen Hennessy said she did

not think we should withdraw and noted that we are not ready to do more construction projects.

Regarding Finance Committee:

Dr. Mark Martin asked why Tammy's book fine was not waived. He mentioned the new maintenance company, its name change and the cost of \$450 per month. He noted that the library has a lot of money sitting and he recommends that we pay down debt. He added that payroll is down. Ms. Kathleen Hennessy added that Nick noted that other libraries have been criticized for having so much cash even though it is a misrepresentation since it is already encumbered. Ms. Jacie Spoon mentioned that the library is in the midst of an internal audit. Kathleen(Hennessy), Laurie and Jacie are working on fixed expenses. Jacie said that we should probably meet with auditor. Mr. John Whittleton suggested that if we have idle cash, why not pay down the CFCU loan. Kathleen wants to talk to Laurie after the audit. Mr. Russ Ruthig suggested even paying down 50% of what we owe CFCU. Jacie asked where money comes from for computers for staff and users. Ms. Vivian Bosch said the Finance Committee will meet after the audit. Vivian mentioned that approving payment of recurring bills will carry over as Kathleen will work with Laurie to clarify payees and payroll. Vivian reminded the Board that last meeting we voted that we should NOT include credit card payments as recurring bills. Kathleen added that people should know what they charged and should be able to provide a list. Russ asked if credit cards were used to buy books. Jacie replied that the cards are used for all kinds of things. Kathleen reiterated that the charges will not always be the same so credit card payments do not fit in the recurring category. Mark mentioned that he sees the credit card bills. He pays them. Russ added that that is a control.

Regarding Friends of the Library:

Ms. Georgette Ogle directed us to the notes in the Director's Report. Vivian asked if note should be reported by Georgette (as the FOL liaison) at our Board meetings or included in the Director's Report.

Regarding Grants:

Jacie noted that there is a travel grant open via FLLS.

Regarding Investments:

Mr. John Whittleton reported that he met with Morgan Stanley. Our account is up 4.4%. The new page in the report combines our loan and Morgan Stanley for total assets.

Regarding Long Range Plans:

No report. Vivian noted that when college is over, we can talk about what has been accomplished. Dr. Randi Storch noted that priorities have been set.

Regarding the Nominating Committee:

No report.

Regarding the Personnel Committee:

Mrs. Diane Ames volunteered to work on long range salary plan.

Regarding Technology:

No report.

Credit Card Policy:

Policy suggested: Any employees issued a card should be responsible for presenting tax exempt paperwork.

Mrs. Diane Ames asked how the cardholders know how much they can spend. Mr. Russ Ruthig noted that the cards can be used for gas or travel without prior approval. Diane asked if there was a fee for the cards. Jacie replied no.

Dr. Laura Gathagan moved to accept the policy with one change to the wording regarding sales tax exemption. Dr. Randi Storch seconded. Motion approved.

Vivian asked for feedback on the new format for the Director's Report. General consensus was that members liked it. Vivian would like to move ahead using a spreadsheet for comparisons.

Art in the Library:

Laura has produced an estimate for the two paintings. Diane reminded all that the Board voted to not be art curators. She thinks about 2009. Costs about \$80 annually to insure the DeHaas. Mr. Russ Ruthig suggested we hang it until it is sold. Jacie noted that we need a policy on gift or art donations. Russ asked if we could display the art of no value if they enhance the appearance of the library. Laura noted that if we have a gift policy, "right to refuse" protects us from getting anymore. But, she asked what should be done with what we have. Much discussion followed. Ms. Mimi Griswold said she would pay for the two pieces to be reframed IF they get hung up in the library.

NEW BUSINESS

Ms. Vivian Bosch moved to approve new part-timer. Ms. Kim Hay seconded. Motion approved.

Ms. Vivian Bosch brought up the transfer of \$465.30 to Director's Discretionary fund. Mr. Russ Ruthig moved to move the funds. Dr. Randi Storch seconded. Motion approved.

Ms. Vivian Bosch brought up the write-off policy. Mr. Russ Ruthig moved to agree to the write-off policy. Ms. Kathleen Hennessy seconded. Motion approved.

Ms. Vivian Bosch encouraged trustees to provide their feedback on the new Minimum Standards via the link provided in an email.

Ms. Jacie Spoon is looking into switching to fiber optics. Fiber is at pole outside the library and just needs to be run into building. Will still need Verizon for POTS lines and elevator.

Ms. Vivian Bosch brought up the timing of the annual meeting versus the end of trustee terms. She suggested we vote in December rather than January regarding Board terms and the annual meeting.

Ms. Vivian Bosch also brought up for consideration approving the Director's salary earlier so the Director can work out the budget for the rest of her staff. Russ suggested that all payroll numbers be ready late Fall so budget can be planned.

Ms. Vivian Bosch noted that a patron purge will occur next month. Ms. Jacie Spoon mentioned an incident with a patron.

Ms. Vivian Bosch requested that all inquiries as to President Trump's budget cuts be handled by Jacie.

Meeting adjourned at 8:45 p.m.