

**Library Meeting Minutes  
January 27, 2016**

Members present: Ms. Vivian Bosch, Mrs. Linda Eberly, Dr. Nick Esposito, Dr. Laura Gathagan, Ms. Mimi Griswold, Ms. Kathleen Hennessy, Dr. Mark Martin, Mrs. Georgette Ogle, Ms. Jacie Spoon, Dr. Randi Storch, Mr. John Whittleton

Excused: Mrs. Diane Ames, Mr. Mike Anderson, Mr. Myron Walter  
Absent: Mr. Russ Ruthig  
Guest: Ms. Renee Weeks

The Cortland Free Library Annual Meeting was called to order at 8:06 a.m. by Dr. Mark Martin.

The following ballot for Election of Library Board Members and Officers was distributed.

TO VOTE IN FAVOR OF ALL NOMINEES FOR BOARD MEMBERS AND OFFICES CHECK THIS BOX ___	
<u>Terms run to Jan. 2021</u>	
*Mark Martin	Vote in favor Vote against
*Randi Storch	Vote in favor Vote against
* current members of the Board	
<u>Term runs to Jan. 2018</u>	
Judi Riley	Vote in favor Vote against
<u>Ballot for Officers of Cortland Free Library Board. Terms run to Jan. 2017</u>	
President: Nick Esposito	Vote in favor Vote against
Vice President: Russ Ruthig	Vote in favor Vote against
Secretary: Mimi Griswold	Vote in favor Vote against
Treasurer: Mark Martin	Vote in favor Vote against
<u>Ballot for Executive Committee of Cortland Free Library Board. Terms run to Jan. 2017</u>	
President: Nick Esposito	Vote in favor Vote against
Vice President: Russ Ruthig	Vote in favor Vote against
Secretary: Mimi Griswold	Vote in favor Vote against
Treasurer: Mark Martin	Vote in favor Vote against
Past President: Diane Ames	Vote in favor Vote against

All candidates were elected unanimously.

Dr. Mark Martin read a thank you letter from Mrs. Diane Ames:

*As I complete my term as President of the Board of Trustees I want to say thank you to each and every member of this board. You are dedicated volunteers who willingly share your time and talents to work for the benefit of our library and our community. Collectively, the current board represents over 150 years of service! This library would never be able to do all it does without you, our dedicated board, helping our talented staff. Please accept my heart-felt thanks!*  
*Sincerely,*  
*Diane Ames*

The Board responded with a hearty thank you to Diane for her many years of service to the Library.

Ms. Mimi Griswold asked to draft a hand-written thank you to Diane. Needs her Florida mailing address.

Mrs. Georgette Ogle raised the idea of meeting in the evening.

Dr. Nick Esposito asked by show of hands who would be interested in meeting at night?

Majority would like an evening meeting. Nick will circulate suggested times.

Ms. Jacie Spoon posed that Library could do a program to entertain kids of Board members.

Ms. Vivian Bosch mentioned that just elected Board member, Judi Riley, inquired about morning meetings.

Dr. Nick Esposito will include meeting times on agenda of next meeting.

At 8:20 a.m., Dr. Nick Esposito welcomed Ms. Judi Riley to the Board meeting.

The Library Board of Trustees meeting was officially called to order at 8:21 a.m.

Dr. Nick Esposito asked if there were any additions or corrections to the minutes from the December 16, 2015 meeting. Ms. Jacie Spoon noted that under the Lighting and Painting section “building” should be changed to “electrical system in the building.”

Minutes were accepted.

#### Regarding Bills and Payroll:

Dr. Mark Martin noted that there is a new category-collection agency. Our first bill now shows(\$700). Ms. Jacie Spoon noted the first bill arrived in January. Ms. Kathleen Hennessy said the \$700 is the total since July 2015.

Ms. Jacie Spoon brought up a bill for approval for Bob Beard Electric regarding gate counter \$236.90. She noted it was larger than it should be. Payment was approved.

Motion to accept Bills and Payroll was made. Motion accepted.

#### Regarding Finance Committee:

Dr. Mark Martin noted budget out January 7<sup>th</sup>. Need approval.

Ms. Kathleen Hennessy noted budget is updated through November 2015 only. There is slippage between years because of when bills are received. We always spend all allotment for books and materials. We don't always spend furniture and fixture repairs allotment. Those monies will be kept separately.

Dr. Randi Storch asked if it included e-books.

Dr. Nick Esposito replied that it does.

Mr. John Whittleton added that we spend allotted monies on books and receive other monies for books.

Ms. Jacie Spoon added yes, other monies from donations and we spend and invest properly.

Dr. Nick Esposito noted that the Library has two sources of money. Tax and endowments.

Ms. Kathleen Hennessy reminded Board that the budget is a draft.

Dr. Laura Gathagan motioned to approve budget. Dr. Randi Storch seconded. Motion accepted.

On the subject of recurring payments, Dr. Nick Esposito noted that the State requires pre-approval by the Board of everything we pay. State does allow pre-approval for recurring payments. Nick urged Jacie to bring a payment to the Board's attention if she felt uncomfortable about it. Nick added that the Board should only need to do this (approve recurring payments) at the beginning of the year. The process should be done annually. A motion was made by Ms. Kathleen Hennessy that any additional expenses be brought to the Board's attention at the Library Director's attention. John Whittleton seconded. Motion accepted.

### Director's Report

Regarding outstanding fines and fees, Ms. Jacie Spoon asked if we should have an annual write-off amount? Mrs. Kathleen Hennessy said yes but asked how far back do these fees go? Jacie responded 6 years and will come up with a number. Jacie also noted that "Unique Management Collections" are separate and explained that we collect fees on a weekly basis after a three month process including a letter from circulation for outstanding fees of \$25.00 or more. Jacie notes that reports are run each week and Auburn Audit helped us refine our collection process. Ms. Vivian Bosch asked if "Unique Management Collections" has been in contact with a patron, does the patron pay the Library directly? Jacie responded yes and explained that there is an \$8.95 charge to the Library for each patron contacted by "Unique Management Collections."

Ms. Jacie Spoon offered to send out workshop updates. She is adding links to the website. She will be adding a SNAP Ed program to educate people on nutrition, etc. Ms. Vivian Bosch asked if Library staff would be involved. Jacie responded no.

Ms. Jacie Spoon also mentioned that she has applied for a grant for Ready, Set, Read. She is asking staff to fill out evaluation forms for new library programs and is looking for Lego donations and recycled items for kid's projects.

In regard to titles in the OverDrive program, Ms. Jacie Spoon relayed that the FLLS has recommended a contribution of 5% of our materials budget for e-content. E-content remains property of FLLS. Jacie noted that their e-content policy has changed. She also noted that FLLS says libraries can be removed from platform if there is no contribution. Dr. Nick Esposito

responded that the FLLS can't tell us how to spend our money. Nick suggested that we support the OverDrive platform on a per use basis. Dr. Randi Storch asked if the library gets to choose titles and Jacie responded that yes the library can choose the titles although we have the option to let FLLS decide for us. Nick responded that we should support the platform yet we should let the professionals pick the titles rather than FLLS. Nick further noted that we should look at 2014 usage. Ms. Vivian Bosch asked if money for OverDrive would come out of trustee book money. Nick replied yes. Motion to send suggested FLLS amount(\$3042) but library retains control of titles was approved. Dr. Mark Martin asked is there will be a limit on what the contribution will be? Nick suggested that we look at frequency of usage-patron usage not FLLS recommendation.

Dr. Randi Storch and Dr. Laura Gathagan excused at 9:05 am.

#### Regarding Investments:

Mr. John Whittleton reported that 2015 Endowments suffered a 7.36% loss. There was \$117,000 in withdrawals. John said that accounting of checks and unaccounted funds are not in budget but are available.

#### Technology Committee

Ms. Jacie Spoon reported that the issue with the router is pressing.

#### Buildings and Grounds

Mrs. Georgette Ogle reported that the leak has stopped in the Youth Room. Floor is set to be repaired. When Mr. Myron Walter returns, will decide on lighting project.

#### Nominating Committee

The Board is always looking for new members.

#### Personnel Committee

Tasked with coming up with an appropriate job description for Library Director.

#### Grants

Dr. Nick Esposito noted that Library Construction grant requires that main reading room project be done by June 2016. Nick offered congratulations to Tammy for submitting a summer reading grant. Ms. Jacie Spoon noted that the First Fridays grant was approved.

Dr. Nick Esposito suggested the development of a long-range planning committee that would include community members. Nick will be handing out committee assignments soon. Ms. Jacie Spoon reminded us that Nick Pizzola is willing to be on Technology Committee. Nick also suggested Joe Compagni for Building and Grounds Committee.

## Old Business

Ms. Vivian Bosch reported on the Dolly Parton Imagination Library. 162 children have registered which is over the expected DPIL goal. She noted she is concerned about budget for program. School district has signed agreement with LeMoyne College.

No news on library artwork.

Ms. Jacie Spoon said the clock is at the repair shop.

## New Business

Dr. Mark Martin mentioned that he wants to keep up with school levy. Dr. Nick Esposito noted The law which allows us (as association library) to collect taxes was passed in about 1997. The library has actually been collecting the tax since 2008 according to library minutes. Motion was made to propose an increase in library tax cap with school budget. Motion accepted. Ms. Jacie Spoon has draft of letter for school board.

Dr. Nick Esposito reminded Board that we have an audit every year. Port-Kashdin charges \$5700. Mr. John Whittleton moved to approve them for audit. Ms. Vivian Bosch seconded. Motion accepted.

Dr. Nick Esposito shared that the State is criticizing libraries about how much cash they have at the end of the year. Last two audits, CFL had \$350,000 cash on hand which he says, will always look like that because of November payment. Nick asked if we could add notes to our audit to protect that amount because we really *don't* have this much cash on hand. Ms. Kathleen Hennessy suggested we ask.

Dr. Nick Esposito mentioned a Community Relations Committee to insure we have an easy route to communicate with the community and the public. Please send Nick your thoughts.

Dr. Nick Esposito thanked Ms. Renee Weeks for attending.

Dr. Mark Martin asked if we need to vote (Finance Committee) on recommended raises and salaries.

Next Meeting is Wednesday, February 24, 2016 at 8:00 a.m.

Meeting adjourned at 9:42 a.m.