

Library Meeting Minutes
November 16, 2016

Members present: Mrs. Diane Ames, Ms. Vivian Bosch, Mrs. Linda Eberly, Dr. Nick Esposito, Ms. Mimi Griswold, Ms. Kim Hay, Dr. Mark Martin, Mrs. Georgette Ogle, Mr. Russ Ruthig, Ms. Jacie Spoon, Mr. Myron Walter.

Excused: Ms. Kathleen Hennessy, Mr. John Whittleton, Dr. Laura Gathagan,
Dr. Randi Storch

Absent: Mr. Mike Anderson

Guests: Theresa Mekeel, George Mekeel

The Cortland Free Library Board Meeting was called to order at 7:01 p.m. by Dr. Nick Esposito

Regarding October Bills & Payroll:

Ms. Vivian Bosch noted that food for Open House was an in-kind donation not an expense. Under Transaction details, Ms. Jacie Spoon noted that Jenn Clark health insurance still showing as a memo and it should be deleted.

Ms. Mimi Griswold moved to accept bills & payroll. Mr. Myron Walter seconded. Motion approved.

Regarding Director's Report:

MS. Jacie Spoon mentioned several items from her Director's Report:

Library (overdue)charges have gone down perhaps due to auto-renewal.

Jacie and Tammy have applied for grants. Asked for help marketing events.

Suggested that there may be a better use of our newspaper space than a booklist.

Needs volunteers for First Friday.

The Book Sale money is used to buy more books. If books can be donated that happens before they are sold.

Tested Verizon Hotspot with Minecraft.

Mr. Russ Ruthig asked about the CFCU outstanding numbers. Jacie noted that format of report made it confusing.

Dr. Nick Esposito noted there were no Executive Committee actions.

Regarding Buildings & Grounds:

Mrs. Georgette Ogle passed to Mr. Myron Walter. Myron said he does not have enough information on the air conditioning project to share although information is trickling in.

Regarding Community Relations:
No report.

Regarding DPIL:

Ms. Vivian Bosch reports that 874 books were mailed to 285 preschoolers over the last year. She also relayed a story about a participant. Russ asked about Community Foundation contributions. Vivian replied she did not have the information yet.

Regarding the Finance Committee:

Dr. Mark Martin reported that we need to call a meeting soon to plan the budget. Jacie noted that retirement payment of \$22,189 will be paid December 15th. She also noted that CFCU and Morgan Stanley debt repayment info is not at zero. We have actually been making payments. DPIL donations are also not reflected correctly. Actual January-October net is closer to \$35,000.

Regarding Grants:
No report.

Regarding Investments:

Russ asked if we had received new agreements from Morgan Stanley yet. He noted that they should be in place by January 1.

Regarding Long Range Planning Committee:

Nick noted that it is a standing committee. The committee that is seated will remain and should meet twice a year to review and revise long range plan.

Regarding Nominating Committee:

Vivian reported that committee is almost set on 2017 committees.

Regarding Personnel Committee:

Vivian reported that revisions are done on Library Director's Job Description. She has emailed it. She does want Finance Committee's input. She would like action on description at next meeting. She noted that the discipline and termination policies were approved at last Board meeting. She noted that after she read the newsletter and saw the Zero Tolerance Policy included, thought that we should put together a Patron Behavior Policy and replace the Zero Tolerance policy to set a different tone.

Russ moved to replace the Zero Tolerance Policy with the proposed Acceptable Patron Behavior policy with the following 4 changes:

Delete "in charge" in first sentence of paragraph 3.

Change to ages 17 and under.

Designate a paragraph to start at The Library Director may decide...in current paragraph 3.

Remove the word immediately at the end of paragraph 4.

Ms. Mimi Griswold seconded.

Mark asked if it was necessary for the Board to be notified of a patron that has been kicked out. Vivian replied that the Library has had an incident. And wants to make sure the Board is aware. Russ asked to clarify the language. Mrs. Linda Eberly asked if a log was kept of incidents. Jacie replied yes.

Motion approved.

Linda asked if this policy will be in the newsletter. Jacie said she would write something.

Old Business:

Regarding the watercolors:

Still looking for quotes.

Regarding the Keri doors:

Jacie noted they are fixed but still need analog locks. Waiting for Lou's Locks quote.

Regarding payment for balcony restoration:

Jacie noted that the work is complete and should be paid out of Morgan Stanley account.

Nick reminded the Board that the balcony restoration is part of the 2010 grant awarded in 2011 and should have been completed in 2013. Access to the roof is also part of the same grant and he suggested that this work be completed in case we are audited. Nick directed us to John's report and the categories of the budget. He noted that the 10% of endowment that is set aside for Building & Maintenance has not been spent for 2 or 3 years. He noted it was his suggestion to Jacie that that money be spent to cover the balcony restoration expenses.

Russ asked if we had an actual invoice. Jacie replied that we did not.

Russ further questioned if we had paid them and Jacie replied we had paid the first installment and now the second payment is due.

Nick noted that the grant is closed and this should have been paid out of matching funds. We can't do this and must pay out of building and maintenance. Same with access to roof.

Jacie noted that she paid JBK exterior out of Operating Budget.

Nick noted that the motion was passed with regard to 10% of the endowment. Should show on financial statements. Mark noted that there is a line item for the 10%.

Nick noted that there is no Buildings & Grounds category and there should be. Unspent money that has accumulated can be used for some bills.

Russ noted that the question is that we were billed more than the bid or estimate by about \$5,000.

Mimi asked is it worth a call to meet halfway?

Myron noted that they went ahead and did the work at their own risk. There is a difference between a quotation and a bid.

Nick said the initial view was we could renovate the old balcony and there were surprises along the way.

Russ moved that we offer half of the overage. Myron seconded. Motion approved.

Regarding Unemployment Insurance Options:

Vivian asked if we had read NYLA's email about options available that could potentially save us money. We will continue as is.

Nick reported that Vivian has asked about payment for Board training. Jacie and Vivian will write a continuing education policy.

Regarding Payroll Service:

Jacie reported that she received a quote last January, that still stands, from Paychex. She says we have ongoing W2 issues with current payroll company Prime Payroll. She noted that the Paychex service would cost the same as the Prime Payroll service which is about \$40 per pay period. We would gain online access, they would correct the W2 situation at no charge and waive a set-up fee.

Mr. Russ Ruthig moved to move payroll services to Paychex. Myron seconded. Motion approved.

Friends of the Library

No Report.

Vivian asked if everyone was receiving the NYLA Newsletter.

Jacie mentioned that we should consider a Food For Fines event. Accept food donations in lieu of fines for the month of December.

Mr. Russ Ruthig moved to accept non-perishable food items in lieu of daily fines for the month of December with food to be donated to Catholic Charities. Vivian seconded. Motion approved.

Next meeting will be Wednesday December 14th at 7 p.m.

Russ moved to adjourn at 8:14 p.m. Vivian seconded. Motion approved.

EXECUTIVE SESSION CONVENED immediately following Board Meeting on November 16, 2016.

Library Director Job Description discussed.
Financial Management description discussed.

Vivian will make changes to Library Director Job Description and send out at next meeting.

Russ asked Jacie to get more information on HSA and send to Personnel and Executive Committees

Will be more discussion next week.