

Library Meeting Minutes
April 27, 2016

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

Excused: Mrs. Diane Ames, Dr. Laura Gathagan, Ms. Kathleen Hennessy,
Ms. Judi Riley, Mr. John Whittleton

Absent: Mr. Mike Anderson

Guests: Ms. Theresa Mekeel-staff, Aimee Dorward-staff and George Mekeel-
volunteer

The Cortland Free Library Board Meeting was called to order at 7:07 p.m. by Dr. Nick Esposito

Mr. Myron Walter moved to accept the minutes of the March 23, 2016 meeting. Ms. Vivian Bosch seconded. Motion accepted.

Regarding Bills and Payroll:

Ms. Vivian Bosch noted that an expense attributed to DPIL was incorrect. A split between DPIL and the Trustee Account was adjusted. A Youth Programs entry needs to be corrected.

Dr. Mark Martin stated that we did pay \$47,000 to JBK. Jacie noted it was transferred from Trustee account.

Ms. Mimi Griswold moved to accept bills and payroll with corrections. Dr. Randi Storch seconded. Motion accepted.

Regarding Director's Report:

Aimee Dorward has completed inventory. Ms. Jacie Spoon noted that after a book has been missing for a year, it should be deleted automatically by the system. She noticed that there may be a glitch in the system as this was not happening. Jacie reported that the value of missing items is approximately \$21,118.66, which is about 2% of the total collection. 1.5% is normal. This is considered average for a facility without security gates. Ms. Vivian Bosch asked about security options. Jacie noted that strips could be installed at checkout and then it is possible to run a report of all other items, that hadn't passed through checkout, that needed a strip. Dr. Nick Esposito asked if it was worth it. Mr. Russ Ruthig reminded us that we had an estimate for security a few months ago(\$20,000 for two gates one for each floor). Jacie said it had been over 10

years since the last inventory was done. Based on Jacie's estimate of about \$4,000 in missing material per year, that would amount to \$40,000. Russ asked how important the texts are to the library. Jacie answered that if someone is asking for the material it is valuable. Jacie will run the "Deleted From Catalog" report in Polaris so we may have a more accurate dollar amount. Nick asked if we needed one more electronic system to maintain. Jacie noted that both Ithaca and Auburn have security systems. Russ asked if we were the exception. Jacie replied yes. Dr. Randi Storch asked if it would be a onetime expense. Jacie replied that she did not know what the cost of maintenance would be. Jacie will obtain more information on maintenance costs. Russ said we should do it and asked if the tattle tapes/strips are coded to the piece. Jacie replied no. Vivian asked if they can be pulled off. Jacie said not usually as they are installed in the spine of the book. Nick said he will put this topic on the agenda for the next meeting.

Jacie noted that there are grants available for indexing and digitizing projects. She explained that this process works best when collaborating with a newspaper.

Jacie reported that she received an estimate for air conditioning and it was not as expensive as she thought it would be. Nick asked for details. Mr. Myron Walter said we will need more information. He is concerned about the size of the unit. Jacie said an engineer will be involved.

Jacie reported that as of June 15th, Unique Management Systems will no longer be able to report fines to collection agencies. All verbiage in their collection letters and statements will need to change. Nick asked if the cost will remain the same. Jacie replied yes. Vivian asked how far back we are going. Russ thought it was three years. Jacie asked at what point do we take them to small claims court. Russ said small claims court is for individuals. He asked how many accounts are over \$500. Jacie said she didn't know but we should have a plan in place. Vivian noted that a workstation is on the missing inventory report. Jacie replied that is a laptop. Circulating laptops are now kept in Jacie's office. Russ noted that we should have tattle tape on laptops. Randi added that the college has large warning tags on all computers and she believes the tags act as deterrents.

Nick mentioned that every month he will tell the Board what the Executive Committee has done and wants it entered into the meeting minutes. He reported that in April, the Executive Committee approved installation of a fire detection system in the main reading room.

Regard Buildings & Grounds:

Mrs. Georgette Ogle reported that the painters have finished and are cleaning up. They will leave paint behind for touchups. Scaffolds are being put in place for lighting installation. She thinks Jim and Dave from Pleasant Valley Electric will install cornice lights next week. Jacie noted that the cornices are not all the same width and some are

not wide enough to support the lights. Myron said he would touch base with Jim. He said there should be uniform application of trim. Vivian asked if the wide strip in the library ceiling was always there or just newly painted. Georgette said it was newly painted. Jacie noted that the newspaper is covering the project. Georgette said the front steps will be repaired. Steps Plus provided a repair kit. First Choice will do the repairs. Jacie noted that Steps Plus "donated" the repair kit. She also mentioned that work is being done on the seam welding on the children's room floor. Nick asked if Forbo had sent us the re-seaming material which they said they would provide for free. He asked that we make sure we get the material.

Regarding Community Relations:

Dr. Nick Esposito said Jacie and he and 2 community members are planning a CoffeeMania event at the library May 24th at 7 p.m.

Regarding DPIL:

Ms. Vivian Bosch reported that DPIL is getting an award from "Living by Learning" in the form of a grant valued at \$2140.00 at a May 4th ceremony. Vivian is selling Corn Ducky Derby tickets for DPIL. Half of the sales will go to our charity. She suggested that maybe next year we can sell at Main Desk. DPIL has had 189 registered children so far. Our actual number is at 173 which is 51 more than projected.

Regarding Finance:

Dr. Mark Martin reported that we have a little cushion with our operating budget as of April 21st. Jacie noted that she has a stack of bills and we should revisit the budget in December. Jacie went on to say that we do not have computers included in the budget and that we no longer get the FLLS discount. She also noted that the brownout expenses and the Keri system repairs were not in the budget. Mark replied that we still have \$45,000 in building and expenses. Nick said he sees a no growth budget for next 1, 2 or 3 years. Mark replied that we are under payroll budget. Russ asked if we will make CFCU payment. Mark replied yes. Jacie suggested we revisit in Finance Committee meeting.

Regarding Grants:

No report

Regarding Investments:

No report. Russ asked when next visit from Morgan Stanley will be. Mark replied in June.

Regarding Long Range Planning:

Dr. Nick Esposito reminded committee chairs to submit ideas to him by May 1st. He says report looks on schedule and is hoping to have a preliminary document done by September with possible approval by October.

Regarding Nominating Committee:

Ms. Vivian Bosch had nothing to report.

Regarding Personnel:

Ms. Mimi Griswold reported that the committee has been working on vacation policy. She said it is a tedious process parsing every sentence and discussing semantics of every word. She said there is nothing to bring to Board yet.

Regarding Technology:

No report.

Regarding New Business:

Dr. Nick Esposito brought up the possibility of meeting on another day. He reminded the Board that the issue of changing to Wednesday evenings was brought up in January, followed up with an email and voted on in February. He would like to do the same thing for any other change. He asked how many present would like to go back to Wednesday mornings. Mark and Russ responded that they would. Vivian said she could do mornings or evenings. Nick asked if we could move to the third Wednesday of the month. He said he will send out an email asking to consider moving to the third Wednesday and that we will vote on this issue next meeting, May 25th.

Jacie mentioned that she is interested in being in the Dairy Parade and would like to purchase a banner. The banner will be re-used at other events. Russ moved to allow purchase of banner up to \$200. Myron seconded. Motion accepted.

Jacie asked if the small donations/overages at the front desk could be used as programming funds, like purchasing the Dairy Parade banner. Nick noted that the programming budget is a small percentage of the total budget. Jacie noted that as written, the donations go to the trustee fund. She asked that if it isn't being spent, can she use it for programming. Specifically in writing, Jacie requested "permission to use \$745.21 of the 2015 funds deposited to trustee account as unrestricted donations from cash/over-short, small donations and other uncommitted donations, for programming

or other library needs at my discretion. I believe that this could be part of the annual vote to allow me to pay the regular bills.” Randi moved to approve the use of small donations at the desk as a discretionary fund for the Director for Programming. Vivian seconded. Motion accepted.

Vivian moved that last month’s anonymous donation of \$250 be used towards the Summer Reading Program. Russ seconded. Motion accepted.

Jacie requested that book sale money be removed from Books. Mark commented that it goes to Books. Jacie said it has already been spent so it should be corrected.

Jacie submitted this proposed change to the Program Use Policy

Proposed DRAFT 4/2016
CORTLAND FREE LIBRARY
PROGRAM USE POLICY

Programs and meeting can be scheduled at the Cortland Free Library under the following guidelines:

1. This is a Free Library. Our goal is to preserve our mission. While we welcome local businesses we do not wish the library to become a place of business. Our goal is the education and entertainment of library visitors. All sales are to be approved in writing by the Library Director prior to the event. We request that 10% of all sales be donated to the library to help support our mission.
2. Programs and meeting will only be scheduled during regular library hours. Please allow for clean up time. No one may stay in the library after closing to clean up. Staff often cannot stay late to help clean up after a program.
3. Scheduling is to be approved by the library director at least two weeks in advance.
4. Food and drink are discouraged but can really make a difference in attendance. All food or drink is to be approved by the library director in writing and in compliance with the Cortland County Health Department Guidelines <http://cehd.cortland-co.org/index.php/program-operators/food-facility>
5. Organizations are expected to move tables and chairs to their specification and to return the furniture to its original places and clean up as needed a vacuum cleaner is available.
6. All papers and equipment are to be cleared when meeting is finished.

The Cortland Free Library Board of Trustees reserves the right to review and approve any and all request for program room us.

4/21/2016

to allow local businesses to use the library. Mimi asked if we get a lot of requests. Jacie said yes. Russ asked if they would be okay with a fee. Nick clarified that CoffeeMania event is not the same thing as we invited them. Russ moved to approve the change in

policy to allow local businesses to use the library. Georgette seconded. Motion accepted. Randi noted that we should be open to hosting birthday parties in the future.

Regular Board Meeting concluded at 8:31 p.m.

Executive Session convened with Jacie present at 8:32 p.m. The Board voted to change Jaymie Closson's status to regular part-time employee.

Russ moved to adjourn. Randi seconded. Motion accepted. Meeting adjourned at 8:37 p.m.