

The Cortland Free Library Board of Trustees met at the library at 8:00 AM on March 26, 2014.

Members present: Mrs. Vivian Bosch, Dr. Nick Esposito, Ms. Mimi Griswold, Mr. Aaron Hart, Ms. Kathleen Hennessy, Dr. Mark Martin, Mr. Russ Ruthig, who presided, Mr. Myron Walter, Mrs. Linda Eberly and Ms. Jacalyn Spoon, Library Director.

Members excused: Mrs. Diane Ames, Ms. Georgette Ogle, Mr. Dale Taylor and Mr. John Whittleton.

Minutes, Bills and payroll were reviewed and accepted on a motion by Ms. Hennessy, seconded by Dr. Esposito.

Director's Report (see full report).

1. A one-year agreement was signed with P.A.C.S. Tri-County Security Systems, Inc. on February 10, 2014 to provide fire security and theft monitoring. The cost is \$350 per year plus annual inspections and sensor cleaning fees at an additional \$350. Emergency contacts are Director Spoon, President Ames, Vice-President Ruthig and Jenny Clark, Assistant to the Director.
2. The Personnel Manual is in need of revision of sick leave policy and procedures. Phone messages regarding absence and/or illness of employees can now be left for Director Spoon. Other review and possible changes are referred to the Personnel Committee (Mr. Ruthig, Dr. Martin and Ms. Griswold.)
3. CPR and AED training was completed by three employees. State funding and/or a local donor may be available to install an automated external defibrillator in the building. Mr. Ruthig mentioned that the Good Samaritan policy applies to library personnel.
4. One part-time employee, Theresa Mekeel, has elected to participate in the retirement system.
5. Youth Services: The "Ready, Set, Read" program, supported by the Community Foundations' Bernard Carl and Shirley Rosen Library Fund, has granted the library \$2150. Another separate grant of \$2398.88 was funded for the "Read IT! And See IT!" program to promote teen and tween programming and provide support for book giveaways and film showings of the same title. A separate grant of \$11,619 has been provided to Cortland, Groton, Southworth and Powers libraries to develop the "Up Front-In Person" youth program. Librarian Betsy Davison will be working collaboratively with the other librarians.
6. Circulation. Total circulation was up +805 for the month of February as compared to 2013, while city circulation rose by 611. Interlibrary loan statistics were about the same as those of February 2013.

Committee Reports.

Finance. Ms. Hennessy presented the proposed budget for 2014 of \$453,140 in total expenses, including construction costs. Trustee income is projected at \$97,800; total income \$511,450. (See budget handout.) Trustee spending policy currently provides of a 50% allocation to books, 35% for furniture, etc. and 15% unrestricted. [Note: Under operating income, school tax receipts to be changed to library tax receipts.]

Personnel. Dr. Martin presented the committee's proposed payroll and 2014 salary schedule (see handout of 2/19/14 meeting.) Estimated total payroll is \$222,000, lower than than of 2013, due in part to the loss of several employees. The average salary increase is 3%. On a motion by Dr. Martin, seconded by Dr. Esposito, the proposed salary schedule was passed,

retroactive to January 2014.

Technology. Director Spoon reported that sixteen new computers are needed now. Steve Marstall is working with Rex Helwig of FLLS to determine how to proceed on the issue.

Building and Grounds. Dr. Esposito stated that the committee met last week with architect Jon Carnes of Crawford and Sterns to discuss a floor plan, flooring materials, and countertops. A proposed floor plan has been drafted and emailed to board members. Mr. Walter is working with Mr. Carnes on lighting fixtures: a chandelier and indirect wall lighting. Cost of a chandelier is estimated at \$110,000. Director Spoon was authorized to proceed with an agreement with Joe Lo Pinto of Freeville to finish the ends of bookshelves in the Youth Area (est. \$2500).

Grants. Dr. Esposito indicated that this year's NYS Library Construction grant would probably require 1:3 matching funds, and that the library also commits to completing the project even if the funding amount is less than requested. Approval by SHPO and certification for continued financing of the project are also needed.

Ms. Hennessy moved, seconded by Mr. Walter, to proceed with the steps outlined above to obtain grant funding; the motion carried.

New Business. Director Spoon proposed that the library join with the downtown First Friday art exhibits by remaining open until 8:00 PM on those evenings to allow community members to visit the Art Gallery. At least two staff members would be scheduled for the event. On a motion by Mr. Hart, seconded by Dr. Esposito, the board approved the plan.

The meeting adjourned at 9:07 AM on a motion by Mr. Walter, seconded by Dr. Esposito.

Linda Eberly, Secretary