

The Cortland Free Library Board of Trustees met on April 18, 2018 at 7:01 PM. Members present were: Diane Ames, Mike Anderson, Vivian Bosch, who presided, Kim Hay, Kathleen Hennessy, Maria Manning, Mark Martin, Sandro Mironti, Russ Ruthig, Myron Walter and Linda Eberly. Members excused: Nick Esposito, Georgette Ogle, Randi Storch and John Whittleton. Guests: Aimee Dorward, Theresa McKeel and George McKeel.

Minutes of the March 21, 2018 meeting were accepted on a motion by Kathleen Hennessy, seconded by Sandro Mironti. Bills and payroll of the previous month were accepted on a motion by Kathleen Hennessy, seconded by Myron Walter.

In lieu of a Director's report, President Bosch reported (see Committee Reports, pp.1-6):

1. NYLA has received trustee email addresses.
2. Rex Helwig of FLLS states that the address `twcny.rr.com` will be going away and should no longer be used. The new address of: `@cortlandfreelib.org` has been sent to FLLS, NYLA, NYS Retirement System, Overdrive, NY Line, and Baker and Taylor.
3. The state is not willing or able to provide retroactive funding based on a population error in the 2012-17 annual reports.
4. New CFL hours will be effective beginning May 1, and will be publicized in the May newsletter, the Cortland Standard, on the website and in-house. Amended 5/16/18 : The change in hours will make the hours consistent year-round.
5. Tammy Sickmon is the new chair for FLLS' Youth Advisory group.
6. The Executive Committee has approved the forwarding of the director's emails to Theresa McKeel and President Bosch while the the director is on sick leave.
7. Theresa has created a binder of the library's policies, which has been reviewed by Nick Esposito. two additional binders will be created and the website updated.

Committee Reports.

Building and Grounds. The committee recommended that the parking lot be sealed with a petroleum-based solution, which includes preparation and striping at a cost of approximately \$1500. The project is currently on a waiting list. An Elevator Pressure Test and Inspection was done on March 22.

DPIL. President Bosch's research revealed that non-profits are not eligible for CDs through TIAA. Capital One offers a 1.5% savings account, which appears to be the best option for DPIL funds.

Finance. Paperwork to move the deposits of Cortland Enlarged City School District funds from CFCU checking to CFCU savings accounts has been submitted. Bank accounts have been switched from manual to computer-generated checks. FLLS has received corrections to tax-levy information.

Annual report update: see Committee Reports. Kathleen Hennessy state that annual report statistics from prior years can only be changed by state employees.

Technology. Myron Walter stated that the Meraki server is at FLLS awaiting installation. President Bosch mentioned that it should provide enough bandwidth for the library's future needs, although more detailed information is expected.

Grants. An award of \$5000 was received from Bright Ideas to create a Public Mobile Library.

Personnel. Letters are being prepared for each employee to show their annual monetary benefits above base salary.

Old Business.

1. Vacation by Hire Rate (see handout.) A proposal to revise vacation time from the calendar year to date of hire was approved on a motion by Diane Ames, seconded by Kathleen Hennessy.
2. Sunday Hours. President Bosch has consulted with the state, which indicated that a trial period of additional library open hours is acceptable. Plans are to be open beginning in September for eight weeks with two staff members for three hours per day at an estimated cost of \$700.
3. Fines and fees. Kathleen Hennessy moved that Lorri (bookkeeper) be directed to write off the amount of \$15,164.35 in fines and fees in Accounts Receivable for past unpaid charges by patrons. The motion was seconded by Russ Ruthig and passed.

New Business.

1. Circulation Desk Assistant Job Description. (See draft handout). Applications have been received for the position, which does not indicate a salary range. On a motion by Kathleen Hennessy, seconded by Mark Martin, the job description was approved.
2. Memo with Friends (see draft.) On a motion by Russ Ruthig, seconded by Mike Anderson the Memorandum of Understanding Between Friends and the Library was approved.
3. Policies
 - a. Conflict of Interest. President Bosch read the policy aloud; it includes a provision that members with a potential conflict of interest recuse themselves from a meeting wherein it is discussed and voted upon.
 - b. Audit/Review (see draft). The policy , with the deletion of the last sentence, was approved on a motion by Diane Ames, seconded by Myron Walter.
4. Building and Grounds Repairs/NYS Construction Grant. (see report) A list of eleven potential projects was presented, with an estimated cost of about \$84,443 without including an increase in expenses. Applications are due in September if this year; acceptances would be sent sometime after April of 2019. Russ Ruthig moved, seconded by Kathleen Hennessy, to develop a Library Construction Grant application for the projects listed; the motion carried. Georgette Ogle will write the application.

The meeting adjourned at 8:07 PM.

Linda Eberly, Secretary