

CORTLAND FREE LIBRARY BOARD OF TRUSTEES

May 16, 2018 Board Meeting Minutes

The Cortland Free Library Board of Trustees met on May 16, 2018 at 7:05 PM. Members present were: Diane Ames, Mike Anderson, Vivian Bosch, who presided, Nick Esposito, Kathleen Hennessy, Kim Hay, Mark Martin, Georgette Ogle, Russ Ruthig, Randi Storch, Linda Eberly and Interim Director Tammy Sickmon. Members excused: Maria Manning, Sandro Mironti, Myron Walter and John Whittleton. Guests: Theresa Mekeel, George Mekeel and Taren Matharu.

President Bosch announced that the Cortland Enlarged City School District and library budgets had been passed on yesterday's ballot with comfortable vote margins.

Minutes of the April 18, 2018 meeting were approved with amendments offered by Diane Ames to indicate that the new library hours were changed to be consistent year-round, and by Mark Martin to correct the parking lot surface description from paved to sealed, and that deposits of taxpayer funds collected by CECSD were moved from CFCU checking to CFCU savings accounts. The motion by Nick Esposito, seconded by Mark Martin, passed. Bills and payroll were accepted on a motion by Kathleen Hennessy, seconded by Nick Esposito.

Interim Director's Report (see full report).

1. Eric Frank of FLLS has reviewed the library's computers in preparation for the bulk computer purchase for those whose warranty has expired. He indicated that a chrome box is needed, along with a membership fee for a chrome software license. The circulation computer's replacement may be made from one currently on hand to decrease costs.
2. Doug Pasquerella, Barry School Principal, and Tammy have discussed a merger of their respective summer reading programs. The cost involved with READSquared for logging minutes is \$395 and would be used for two months during the SRP; grant funding may be available.
3. Grants received: Outreach Mini-Grant from FLLS (\$2250) awarded to Alyssa For Mail-It program, and Learning by Giving Grant (\$2000) from SUNY Cortland Institute for Civic Engagement and SUNY Cortland Philosophy Dept. was awarded to Tammy for SRP and second Saturday programs.
4. Alyssa graduated from Syracuse University's Library Science Graduate Program, and Renee received a Master's degree in Library Science..
5. Tammy informed the board that the library now has two NYS Empire Passes that patrons can check out for one week. The passes provide free admission to NYS parks. We also have passes that give cardholders free general admission to the Museum of Earth and the Cayuga Nature Center.

Committee Reports.

Building and Grounds. No official report; see full report in written Committee reports.

Friends of the Library. Georgette Ogle reported that the Friends will be holding a Book Sale on June 1-2, and displayed several black and white framed photos of local historic buildings by then Cortland Standard photographer Gordon Maynard as well as colored photos of flowers by George Nevin. Nick Esposito moved, seconded by Kathleen

CORTLAND FREE LIBRARY BOARD OF TRUSTEES

May 16, 2018 Board Meeting Minutes

Hennessy, to make the floral photos available at the Book Sale for no less than \$5 each; the motion carried. It was suggested to ask the Historical Society to look at the building photos, taken in 1984.

Personnel. Diane Ames reported that letters have been sent to each employee (total of 12) describing the financial benefits provided by the library, in addition to salary and the option of joining a retirement system.

Old Business.

1. Sunday Hours. President Bosch suggested establishing evaluation criteria for the Sunday hours trial. The board did not feel that was necessary..
2. Aimee has provided a 2011 write-off breakdown totaling \$15,164.35. (see agenda)

New Business.

1. Board members voted to appoint Tammy Sickmon as Interim Director on a motion by Russ Ruthig, seconded by Randi Storch. Tammy stated that she appreciated working with a great staff and supportive board.
2. Diane Ames reported that the Library Director position (see handout of job description) has been posted on several sites, including Syracuse University, Finger Lakes Library System and NYLA; more will be contacted. The application deadline is listed as June 30.
3. President Bosch stated that another person needs to be authorized for Morgan Stanley financial transactions. Russ Ruthig moved, seconded by Randi Storch, that John Whittleton be authorized for the position; the motion passed.
4. Payments from Trustee Funds. Nick Esposito moved, seconded by Russ Ruthig, that Trustee funds be utilized to pay the lawyer's invoice and to cover the charge for window film; the motion passed.
5. Accessibility . President Bosch reported that a patron complaint had been made to the Office of Civil Rights several weeks ago in regard to a lack of accessibility to the mezzanine with a walker. A policy is indicated. Nick Esposito mentioned the possibility of installing a chair lift on the stairway.
6. Lowe's Community Partner grant. Nick Esposito stated that grant money up to \$100,000 is available from Lowe's for contraction projects. He plans to apply for a grant in the fall.
7. NYS Construction Grant. Georgette Ogle and Nick Esposito are working on a grant application, requesting about \$100,000 over a three year period, to renovate the Art Gallery, install a chair lift, and add fixtures to the Art Gallery. (See handout from April 2018 meeting for specifics.)
8. Organization of Library Director's office. President Bosch proposed that former Library Director Kay Zaharis be employed two days per week at \$40 per hour to organize the office before a new director is hired. Nick Esposito moved to allocate \$800 to employ Kay Zaharis as a consultant in organizing the office and advising about library documents. The motion was seconded by Kathleen Hennessy and passed.
9. Breastfeeding Partnership request. The local Breastfeeding Partnership has asked if the library would consider being designated a "breastfeeding friendly" location, which would involve a display of some of its information and providing an area for donated

CORTLAND FREE LIBRARY BOARD OF TRUSTEES
May 16, 2018 Board Meeting Minutes

books on the subject. The consensus of the board was positive to the community initiative.

10. US Census information. President Bosch has received a request to participate in an “economic census” report. Kathleen Hennessy, Nick Esposito and Lorri Moore (bookkeeper) reviewed the draft form completed by President Bosch and plan to submit a response.

11. The board agreed to request \$43,600 in Bullet Aid from Senator Seward to help provide accessibility to the Art Gallery, and the west and north mezzanines, and to renovate the Art Gallery.

The meeting adjourned at 8:26 PM.

Linda Eberly, Secretary

Next meeting: June 20 at 7:00 PM