

The Cortland Free Library Board of Trustees met on June 20, 2018 at 7:00 PM. Members present were: Diane Ames, Mike Anderson, Vivian Bosch, who presided, Nick Esposito, Kim Hay, Kathleen Hennessy, Maria Manning, Mark Martin, Georgette Ogle, Randi Storch, Myron Walter, Linda Eberly and Interim Director Tammy Sickmon. Members excused: Sandro Mironi, Russ Ruthig and John Whittleton. Visitors: Theresa and George Mekeel.

Minutes of the May 18, 2018 meeting were accepted on a motion by Kathleen Hennessy, seconded by Myron Walter. President Bosch reviewed the Financial Position and Profit and Loss reports, and noted the following: (1) A charge of \$4.95 on Jacie Spoon's Visa card for monthly Intuit backup service was made on May 1st; since June 1st it being charged on Theresa's card, (2) A Mail-It Outreach grant of \$2250 and a \$1150 Summer Reading Program grant from the Wilkins Foundation were moved from the donation listing to the grant listing. (3) Lorri corrected Tammy's wages entry on page 5 to \$1560 for two dates in May. (4) Dolly Parton Imagination Library received a \$100 grant from Zonta in March; Lorri removed the listing from Cash-Polaris to a new line item of DP Grants. (5) On page 2 of Profit and Loss, Lorri has corrected the May 18 Endowment Int/Div amount from \$3985.41 to \$4812.50 (related to the amount actually transferred.) Randi Storch moved, seconded by Myron Walter, to accept the amended financial position, bills and payroll; the motion passed.

Interim Director's Report (See full report)

1. Summer Reading Program. Registration is finalized and set up; the state will pay the full amount for the online program.
2. Cortland Works is providing three teen workers this year to help with programs, public relations, shelving and other activities.
3. Summer Reading Program brochures have been approved by the school district for students to take home.
4. Bulk Computer Purchase was completed and paid for; a receipt printer will be purchased next week by FLLS.
5. Dairy Parade participation and the Teen Book Fest were very successful.
6. CNY Arts Final report for 2017 was submitted in time to receive CNY grant money, thanks to President Bosch's assistance.
7. Professional Development. Tammy Attended School and Public Librarian Collaborative Event of DeWitt and Jamesville along with school librarians Kim Hay and Betsy Davison.

Committee Reports (see full report)

Building and Grounds. Georgette Ogle is working on the state Construction Grant proposal (see handout), which will require a majority (9) of board members' approval before the August 27 deadline. See cost breakdown for a total request of \$136,870.00, which includes improvements to ventilation, lighting and storage space. M. Baranello plans to evaluate the building tomorrow for air ventilation. The parapet needs repair on the west and south sides. This should be done before winter. Nick Esposito noted that pointing is an issue around the building. Nick Esposito presented the application for a Lowe's grant (see 6/18/18 draft) of \$53,875 (Youth Services air conditioning, chair lift,

renovations to the Art Gallery and Periodicals Room.) The Lowe's proposal submission is planned for the end of summer.

Old Business.

President Bosch mailed a letter requesting "bullet aid" for interior building accessibility and Art Gallery renovations in the amount of \$43,600 from Senator James L. Seward (see letter.) The letter was presented at the May meeting and the board supported the grant request.

New Business.

1. Server Back-up. The Technology Committee met with Rex Helwig from FLLS, Nick Pizzola (Plan First), Kim, Tammy and Theresa to discuss the best approach for back-up. the recommendation is to install Veritas software (\$440) with a NAS drive (\$300) to be stored in-house. Nick will install it at no cost. Nick Esposito moved, seconded by Kathleen Hennessy, to purchase the server backup; the motion passed.
2. Staff change. Randi Storch moved, seconded by Kathleen Hennessy, to approve Jaymie Closson as a full-time employee; the motion carried.
3. Approval of Trustee Transfers to correct expenses paid by operating funds in 2017 (see handout.) Kathleen Hennessy moved, seconded by Nick Esposito, to approve the transfers from Trustee funds (2018) to operating expenses (2017.) The motion passed.
4. Accessibility/ADA Policy (see draft). Diane Ames moved, seconded by Kim Hay, to accept the revised policy; the motion carried.
5. Part-time Personnel Manual changes (see draft). On a motion by Kathleen Hennessy, seconded by Nick Esposito, changes to the manual were accepted as amended (see sick time and physician note after five-day absence.)
6. Archives/Kay Zaharis. Former director Zaharis has submitted a report (see report) of her work and observations of the director's office. Georgette Ogle suggested that Kay could be helpful in the archives area, which contains boxes of old, unfilled records. Nick Esposito moved, seconded by Kathleen Hennessy, that up to \$500 be allocated for organizing archive material; the motion passed.
7. Old card catalogs. President Bosch stated that the old, wooden card catalogs are no longer of use in the building, and raised the question of selling them. The Friends of the Library currently have a tax exempt number, but have not opened a bank account yet. President Bosch moved to offer the card catalogs for sale, and to transfer any unsold catalogs to the Friends group when it is able to accept them. Per our gift policy, if any sales amount to \$500 or more, the proceeds will go into the Endowment Fund. The motion was seconded by Maria Manning and passed. Advertising their availability can be via signs and posting of the web site.
8. Meeting participation by phone. Members who are out of town for scheduled meeting have inquired about connecting by phone. President Bosch and other board members will look into the possibility and methodology of accomplishing this.

Int Director's Report (cont'd) and New Business.

1. Sunday Open Hours trial. One current staff member, Renee, has indicated that she could work the 3.5-hour shift. Since two employees are needed for open hours, the potential program is on hold until adequate staffing can be scheduled.

2. Lawn mower. Employee Larry has been transporting and using his own power mower for lawn maintenance this year. On a motion by Myron Walter, seconded by Nick Esposito, the board voted to continue this plan for the remainder of the year, and to pay Larry an additional \$30 per mowing. The Building and Grounds committee should plan on making a recommendation for a permanent solution prior to Spring 2019.

3. Emergency cleaning. A service or individual is needed for unscheduled cleaning of bathroom and possibly other building areas. J.M. Murray Center and individual cleaners were suggested.

The meeting adjourned at 8:40 PM, followed by an Executive Session.
Linda Eberly, Secretary