

The Cortland Free Library Board of Trustees met at 7:00 PM on October 17, 2018 at the library. Members present were: Diane Ames, Vivian Bosch, who presided, Linda Eberly, Nick Esposito, Kim Hay, Kathleen Hennessy, Mark Martin, Sandro Mironti, Randi Storch, Russ Ruthig, Myron Walter and John Whittleton. Members excused: Mike Anderson, Maria Manning and Georgette Ogle.

President Bosch called the meeting to order and introduced Kacie Harder of Port, Kashdin and McSherry, CPAs. Ms. Harder presented the findings of the Independent Auditor's Report (see Financial Statements draft of 12/31/17 and 2016) and stated that the library's financial position has received an unmodified, unqualified highest rating (see related letters), and that no significant deficiencies were noted. Federal IRS-990 form for returns of organization exempt from income tax has been prepared for filing (see copy.)

Minutes of the September 19, 2018 meeting were accepted as corrected on a motion by Kathleen Hennessy, seconded by Myron Walter. Financial reports were accepted on a motion by Nick Esposito, seconded by John Whittleton.

Director's Report (see written report)

In the absence of the director, President Bosch reviewed the report of 10/11/18. Under Outreach, (Karen) Hatch was corrected to Nancy Hatch.

The library has purchased 3 Hot Spots with the \$5000 we received in March 2018 from the Bright Ideas grant. Hotspots provide free internet access via your phone, tablet, laptop and other WiFi-enabled devices.

Committee Reports (see written reports)

Building and Grounds. Georgette Ogle reported that the cost for parapet repair was reduced from \$4600 to \$4500. A blister in the ceiling over the main desk will need repair at a cost of about \$1700. Since scaffolding is to be rented, Georgette recommends that the ceiling fans be cleaned at the same time. Nick Esposito indicated that the Trustee Fund could pay for the repair work. Staff member Renee is making payments toward the purchase of an old card catalog. A lock has been placed on the bathroom door.

Long Range Planning. Chair Nick Esposito stated that information is being gathered from staff and board members, and that an annual review meeting will be scheduled in the near future.

Nominating. Chair Nick Esposito is developing a slate for next year; members are asked to contact him within the next week with suggestions for nominations.

DPIL (Dolly Parton Imagination Library). Current enrollment stands at 533. President Bosch is drafting a letter for the Cortland County Foundation's Philanthropy Day Challenge.

Old Business.

1. President Bosch reminded trustees of the online Trustee Training Survey, due by October 26.
2. Background Check Policy (see draft handout). The policy was discussed in terms of liability, coverage and library volunteers. President Bosch plans to present a revised policy at a future meeting.
3. Cybersecurity Policy. Chair Myron Walter has not been in contact with Nick Pizzola to discuss a policy. Reports have been made about the slow speed of the building's internet.

New Business.

1. 2019 Budget (see draft). Kathleen Hennessy presented a generalized budget, in light of potential variables of building insurance, donations, payroll increases and health insurance participation. The question arose as to whether an IOU of \$99,000 was included in the proposed budget. The matter was referred to the Finance Committee. Also discussed was the basis for salary raises.

2. Policies

a. Sexual Harassment (see draft). This nine page document "Combating Sexual Harassment" is the official policy recommended and required by New York State. Two changes are made for Cortland Free Library. Russ Ruthig moved, seconded by Diane Ames, to accept the policy with the two revisions: the motion carried.

b. Insubordination Policy (see draft proposals). Two versions were drafted; #1 limited to employees, #2 to also include volunteers. On a motion by Diane Ames, seconded by Kathleen Hennessy, version #1 was accepted. President Bosch will address a separate policy for volunteers.

3. Crawford and Sterns contract proposal (see 8/14/18 document). Nick Esposito moved to accept Crawford and Sterns' proposal for interior renovations to the Cortland Free Library; the motion was seconded by Myron Walter and passed.

4. Personnel Manuals changes. Nick Esposito moved that current library Personnel Manuals delete any references to a "probation period"; the motion carried.

5. Additional library holiday closings. Director Hoff has proposed that the library be closed on the Friday following Thanksgiving, and the afternoon of December 24. The proposal was referred to the Personnel Committee.

The meeting adjourned at 8:30 PM, followed by Executive Session.

Linda Eberly
Secretary

Next meeting: November 14 at 7:00 PM. Send agenda items to President Bosch by Nov. 7.