

The Cortland Free Library Board of Trustees met at 7:03 PM on September 19, 2018. Members present were: Vivian Bosch, who presided, Nick Esposito, Kim Hay, Kathleen Hennessy, Georgette Ogle, Maria Manning, Russ Ruthig, Myron Walter, Mike Anderson, Linda Eberly, Tammy Sickmon, Interim Director, and Rachel Hoff, Library Director. Members excused: Diane Ames, Mark Martin, Sandro Mironti, Randi Storch, and John Whittleton.

Guests: Theresa and George Mekeel.

President Bosch introduced and welcomed Director Hoff to the board; members introduced themselves with a brief bio of their involvement with the library.

President's Report (see written committee reports)

1. Bullet Aid. Notified we will receive aid of \$3000 from Senator Seward. Check expected in the fall.
2. Local Library Services Aid. State funding of \$8994 was received; a final 10% is due in October.
3. Director hiring. Between August 4-8/2018, the full board voted to hire Rachel Hoff as Library Director. She began on August 29, 2018.
4. President Bosch, Theresa and Director Rachel met with Jeremy Boylan of Utica National Insurance; the library will pay \$588.76 less this year on the premium.

Minutes of the June 20, 2018 meeting were approved on a motion by Nick Esposito, seconded by Kathleen Hennessy. Minutes of a special August 23, 2018 meeting were approved on a motion by Kathleen Hennessy, seconded by Maria Manning. June, July and August bills were reviewed and all were accepted; June's motion by Mike Anderson, seconded by Russ Ruthig, July's motion by Kathleen Hennessy and seconded by Nick Esposito, and August's motion by Myron Walter, seconded by Kim Hay.

Director's Report (see full report)

Interim Director Sickmon's report was of a busy summer season: Reading Program: Libraries Rock! , Marvelous Music Mondays, Arts, Parks and Books, Storytime at Suggett, author Daniel Kirk's visit, and a Finale Party. Increased numbers of participants were seen in all age groups. Tammy submitted a report for the Rosen Grant 2017-18 Ready, Set , Read program, and was filmed making videos for CACTC's Books to Grow On website and podcast.

Director Hoff reported a monetary donation from Merton Sarvay.

She spoke with a NYS Preservation/Conservation group about grant funding for air conditioning and was advised to apply for the NYS Construction Grant next year. NYS Preservation/Construction can assist in collection environment data (e.g. temperature, humidity in the building.)

Committee Reports.

Building and Grounds. Georgette Ogle reported that the northwest corner of the parapet has about 22 feet of deterioration; a cost estimate is needed. Nick Esposito moved to obtain an estimate not to exceed \$4500 to repoint the bricks and repair the area. The

motion was seconded by Kathleen Hennessy and passed. Georgette stated that repair work on the roof vent should be done soon. The parking lot was sealed and striped on July 21. Because the lot was very dry, the sealant was quickly absorbed by the surface; Mr. Stanley recommended resealing again next year.

DPIL. President Bosch reported that current enrollment stands at 538. The survey report results show that reading time at home has increased in the children's families receiving books. A statistical analysis is forthcoming. Kathleen Hennessy moved, seconded by Russ Ruthig, to continue the DPIL program under the library's aegis; the motion carried.

Finance. See written report.

Friends of the Library. Georgette reported that the group is selling logo book bags for \$10 each. An early birthday party netted \$700.

Grant. The amount of the NYS Construction Grant approved at a special board meeting on August 23 has been reduced from \$270,259 to \$258,129.

Technology. Myron Walter reported that Veritas software and NSA server have been purchased and installed. Thanks to Nick Pizzola, Plan First, for donating his time and expertise.

New Business

A. Executive Committee votes.

1. Approved the Search Committee's recommendation and offer, with input from the Finance Committee, of the Library Director position to Rachel Hoff, on a motion by Myron Walter, seconded by Nick Esposito.

2. On a motion by Russ Ruthig, seconded by Kathleen Hennessy, in consultation with the Finance Committee, approved the Executive Committee's decision to proceed with projects (APEX Window Film, roof vent, North window work, architect payment) totaling about \$19,000. The expenses can be submitted toward the NYS Construction and Lowe's grants, if received.

3. Approved, with the Finance Committee, the decision to have Lorri work two additional hours per week for the rest of 2018, in order to track grants and accounting. Motion by Nick Esposito, seconded by Russ Ruthig.

4. Russ Ruthig moved, seconded by Kathleen Hennessy, to approve a decision to proceed with parapet repair; the motion passed.

5. On a motion by Russ Ruthig, seconded by Nick Esposito, the board approved an offer of \$400 for a card catalog, previously priced at \$500.

B. New Hires

1. Director. Kathleen Hennessy moved, seconded by Kim Hay, to hire Rachel Hoff as Library Director, endorsing the unanimous vote taken by email (August 5-7); the motion carried.

2. Nick Esposito moved, seconded by Myron Walter, to hire Linda Cox, Alizabeth Knaut and Katrina Coit as part-time Circulation Desk Assistants; the motion passed.

B. Banking

1. CFCU signatories. On a motion by Russ Ruthig, seconded by Kathleen Hennessy, the board approved Mark Martin, Rachel Hoff and Vivian Bosch as CFCU signatories.

2. The board voted to approve Rachel Hoff as contact person for business in lieu of a beneficiary on a motion by Nick Esposito, seconded by Kathleen Hennessy. The Cortland Free Library has a free and elective board which does not have beneficiaries.

C. New York State Tax Levy (see chart for 2015-2019)

Library funding from the current local tax levy is projected to be \$383,570; a proposed levy would increase the amount by \$7,827.90 to \$391,397.90. Russ advised that next year's budget and salary increases be available before voting on whether to stay within the tax cap or to exceed it. Nick Esposito noted that we do not have to contact the city school district about funding in relation to the tax cap until January.

D. Background Checks

Nick Esposito has researched providers of background checking, a recommendation of the board in 2016. The Cortland City Police Department is able to do local checks; several national companies do nationwide checks via Social Security numbers for about \$25-75 per case. The matter was referred to the Personnel Committee. Director Hoff plans to consult with FLLS, and Kim Hay will check with the Presbyterian Church about its provider. A written policy will be drawn up, indicating employees and other that will be background checked.

E. Cyber Policy

During a meeting with Jeremy Boylan of Bailey-Place Insurance, it was suggested that we determine whether the library needs a cyber policy. The Polaris system, controlled by FLLS, stores patron data for all system libraries. Director Hoff stated she needs to learn more about our server and how it is set up. Myron Walters will contact Nick Pizzola of Plan First about how our server is partitioned. Russ Ruthig stated that we need to find out what the policy would cover and how much it would cost.

F. NYS Trustee Survey.

President Bosch stated that PULISDO (Public Library Systems Directors Organization) has proposed a state regulation for annual trustee training/education, and encouraged trustees to provide feedback via a survey link provided in an email. Additional information about the proposed program's requirements is provided in the email.

The meeting adjourned at 8:10 PM, followed by Executive Session.

Linda Eberly, Secretary