

The Cortland Free Library Board of Trustees met on November 14, 2018 at 7:42 PM following a reception recognizing Linda Eberly's forty-four year term on the board. Members present were: Diane Ames, Vivian Bosch, who presided, Linda Eberly, Nick Esposito, Kim Hay, Kathleen Hennessy, Mark Martin, Georgette Ogle, John Whittleton, Mike Anderson, Tammy Sickmon, Interim Library Director, and visitors Theresa McKeel, Assistant to the Director, and George McKeel. Members excused: Sandro Mironti, Maria Manning, Randi Storch, Russ Ruthig and Myron Walter. President Bosch called the meeting to order.

On a motion by Nick Esposito, seconded by Kathleen Hennessy, minutes of the October 17, 2018 meeting were approved. Bills and payroll were discussed, with changes made in regard to a CACTC donation listing, and **a memo field for former director Hoff's salary**. October's bills and payroll, with corrections, were accepted on a motion by Nick Esposito, seconded by Mike Anderson.

Interim Director's Report. (see written report)

Tammy Sickmon explained the Mobile Library "Little Bits" purchase; a portable circuitry that enables outreach programming. Tammy is collaborating with SUNY Cortland for a Philosophy for Kids program, and with the Cortland Youth Bureau for the 2019 summer reading program.

President's Report (See Committee Reports, p. 2)

1. School District tax funds were transferred from the CFCU checking account to the savings account, with a request that future wire transfers be deposited into savings.
2. The Long-Range Planning Committee is scheduled to meet on November 15 at 6:30 PM.
3. Warren Eddy's health insurance. Former Director Eddy has enquired about his health coverage; the matter was referred to the Personnel Committee.

Other Committee Reports (see written reports: Buildings and Grounds, Finance, DPIL, Friends of the Library and Personnel. Investments: John Whittle ton reported that the next meeting with Moran Stanley is slated for December 19 at 9:00 AM at the library.

Old Business.

1. Background Check Policy (see proposed draft). The proposal was discussed in regard to teen and adult volunteers in the library by Tammy. She stated that SUCC does check student volunteers, while other volunteers are required to have a signed form from a parent. Offices /organizations sending volunteers will need to be informed of the policy and their need to perform the background checks and provide the results to the library. Nick Esposito recommended that volunteers not be asked to pay their background check fee, and that the Police Department be requested to waive the fee. A revised policy will be presented at a later board meeting.
2. 2019 Budget (see revised draft). A phone call from Finger Lakes Library Director Sarah Glogowski indicated that the New York State Senate's "bullet aid" will not be available in at least the immediate future (**2019**). Kathleen Hennessy reported that payroll planning is slightly higher for next year while investment income is projected to

be lower. The time frame for a new director, along with Renee's departure, will affect salary allocations.

Nick Esposito moved, seconded by John Whittleton, to approve the proposed 2019 budget; the motion carried. Total expenses are projected to be +/- \$547,585.

3. Library Holiday Closings (see handout). Diane Ames presented possible open/closed hours for additional library holidays. Kathleen Hennessy moved, seconded by Mike Anderson, to close the library at 12 noon on December 24. After the motion passed, Kathleen rescinded it and presented a motion to close the building for the day on December 24, and to be open on the Friday after Thanksgiving. The motion was seconded by Nick Esposito and passed.

New Business.

1. NYS Tax Levy (see info on NYS tax levy history)

The tax base growth factor of 1.0004 is expected to result in a proposed levy of \$391,397.90, an increase of 7,827.90. President Bosch plans to check with NYS to determine if the amount would be considered an increase over the tax cap. On a motion by Nick Esposito, seconded by Kathleen Hennessy, the board approved requesting the maximum allowable tax funding while remaining under the cap.

The meeting adjourned at 8:38 PM, and was followed by an Executive Session.

Linda Eberly, Secretary