

Cortland Free Library
Regular Board Meeting
December 19, 2018

The Cortland Free Library Board of Trustees met at 7:14 PM on December 19, 2018 following a holiday reception hosted by the Friends of the Library.

Members present were: Diane Ames (via phone), Mike Anderson, Vivian Bosch, who presided, Linda Eberly, Nick Esposito, Kim Hay, Kathleen Hennessy, Mark Martin, Georgette Ogle, Randi Storch, Russ Ruthig, Myron Walter, John Whittleton and Tammy Sickmon, Interim Library Director.

Members excused: Sandro Mironti and Maria Manning.

Guests: George and Theresa Mekeel, Lorri Moore.

Minutes of the November 14, 2018 meeting were approved as amended on a motion by Nick Esposito, seconded by Kathleen Hennessy. Bills and payroll were approved, including changes noted by President Bosch, on a motion by Kim Hay, seconded by John Whittleton.

Interim Director's Report (see written report).

- Dogs in the library: Tammy Sickmon asked if a policy exists in regard to dogs visiting the library with their owners. The consensus was that only service dogs with their required papers are permitted in the building; there is no written policy at this time. President Bosch will create a draft policy for the Board to review.
- Parking Lot Lighting and Security: Tammy also cited the issue of parking lot safety and security, as the area is without lighting and a camera after dark. Discussion of lighting fixtures and supply sources followed; it was noted that the city used Johnson Controls to install cameras on Main Street. It was recommended that Tammy speak with Deputy Chief Paul Sandy of the Police department about security cameras. Myron will contact Pleasant Valley about lighting.
- Disaster/Recovery Plan: ServPro has submitted a draft disaster/recovery plan.
- Positive Feedback: The Girl Scouts and Barb Milligan sent very nice notes to YS.

President's Report.

- Public Relations: President Bosch stated the Cortland Standard recently had a nice picture of the chess club and coverage of the Adult Outreach/Mobile Library.
- Recent Donations: Susan Deer (\$1000), Nancy and Joe Governali (\$1000), and Karen and Marc Beckman (\$500.)
- Collection Agency Return on Investment (ROI): The ROI from Unique Management Services is relatively low, at about a 2:1; their average library ROI is 4:1 with TCPL at the high end with 7:1. The Finance Committee recommends we continue with UMS as long as we're breaking even, and minimum staff time is involved.
- Cayuga Museum/Nature Center and NYS Empire Passes: 24 and 35 users to date respectively, with peak activity in the summer months.

Committee Reports.

- Building and Grounds: Replacement parts for the broken elevator power supply have been ordered and are covered under the contract.

Cortland Free Library
Regular Board Meeting
December 19, 2018

- Finance:
 - Annual Audit: Mark Martin stated that the library is not required to have an annual audit, but CFCU requires one because of CFL's outstanding loan. Russ Ruthig recommended we continue to explore the option of an audit review instead of a full audit.
 - Bullet Aid: Payment of 2018's bullet aid may be received in early 2019. Senator Seward's office indicated that he is still committed to libraries but bullet aid in 2019 cannot be guaranteed this early.
- See written reports for other committees.

Old Business.

a. Background Check Policy (see draft) - Russ Ruthig moved, seconded by Randi Storch, to accept the revised policy; the motion passed.

b. Tax Levy (see related chart) - As approved in November 14, 2018 meeting, the board is requesting the maximum allowable tax funding while remaining under the cap.

New Business.

a. Nick Esposito presented the slates for library trustees, officers and the Executive Committee for 2019: Trustees: Bryan Riccardi (see bio), Diane Ames and Nick Esposito for terms 2019-2023, Officers: President Vivian Bosch, Vice-President Diane Ames, Secretary Maria Manning and Treasurer Mark Martin, Executive Committee: Vivian Bosch, Diane Ames, Maria Manning, Mark Martin and Nick Esposito.

b. Unscheduled Closing Policy (see draft) - Russ Ruthig moved, seconded by Kathleen Hennessy, to accept the proposed policy with the stipulation that staff members be paid for their regularly scheduled hours regardless of the cause or the length of the closure; the motion carried. Tammy Sickmon mentioned that the library's phones do not have the capability to record a phone greeting; the matter of new phones was referred to Myron Walter's Technology Committee.

c. Business Manager Position (see draft of Business Manager Job Description) - It was recommended that "part-time" be added to Pay Classification: Hourly. On a motion by Kathleen Hennessy, seconded by John Whittleton, the proposed job description with the above amendment was passed.

d. Elevator door controller and motor - The EDC system is considered obsolete by the company; replacement is advised. The cost of parts and installation is estimated at \$5938 plus tax. Consensus of the board was to schedule the repair work, using remaining 2018 Trustee funds and 2019 funds to cover the cost.

e. Director's Monthly Stats (Excel) Report - President Bosch asked board members how useful this information is, and specifically, which parts are reviewed. Interim Director Sickmon does refer to sections of the report, and some of the information is needed on an annual basis but the statistics are not being used for the Annual Report to the State as originally intended. Nick Esposito said the reports allow the Board to see trends.

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Regular Board Meeting
December 19, 2018

Further discussion and evaluation will be held at a future meeting.

f. Friends of the Library Wish List - President Bosch reminded the Board that our MoA with the Friends states we will share a wishlist each year that indicates the anticipated need for Friends' support. Suggestions for funding support from board members were children's programs, book sales and clean-up days.

g. Qualified Charitable Distributions (QCD) - President Bosch asked if we might publicize/encourage this new option for donors older than 70 ½ with IRAs; the amount donated is not taxed as income and could be beneficial to some donors as well as to the library. Russ Ruthig volunteered to write something up for an informational brochure and our website to let people know this new type of donation option is available.

h. The Board discussed the budget vs. expenses for library programs. While \$10,000 is currently budgeted for all programs, the expenses for Dolly Parton's Imagination Library (DPIL) are running about \$12,000 a year. Analysis of whether to separate DPIL from other library programs was referred to the Finance Committee and Lorri Moore.

The meeting adjourned at 8:22 PM and was followed by the Annual Meeting and an Executive Session.

Linda Eberly, Secretary

Next meeting: January 16, 2019