

CFL Regular Board Meeting
January 16, 2019 - 7:00 p.m.
Meeting Minutes

- Board members present: Diane Ames (by phone), Vivian Bosch, Nick Esposito, Kim Hay, Georgette Ogle, Maria Manning, Mark Martin, Bryan Riccardi
- Board members excused: Kathleen Hennessy, Randi Storch, Myron Walter, John Whittleton, Sandro Mironti
- Board members absent: Russ Ruthig, Mike Anderson
- Others Present: Tammy Sickmon (Interim Director), Theresa Mekeel (guest), George Mekeel (guest)

Meeting was called to order at 7:05 p.m. by Board President, Vivian Bosch

Incoming new trustee, Bryan Riccardi, was introduced by President Bosch.

Trustee Hay moved and Trustee Esposito seconded that the December 19, 2018 regular Board meeting minutes be approved. Motion carried.

Trustee Esposito moved and Trustee Hay seconded that the December bills and payroll be approved. Discussion by Mark Martin about the deposit details and how donations don't usually show up but this report can give more details. Motion carried.

Trustee Esposito moved and Trustee Hay seconded that the December 19, 2018 Annual meeting minutes be approved. Motion carried.

Interim Director's report:

- Chrome box description for signing into internet computers
- Issues – receipt printer – children's circ desk has old Ithaca receipt printer that is not compatible with Windows 10. FLLS suggests getting a new printer (\$200). Board agreed that Tammy can purchase the printer without Board approval because there is money in the Technology budget.

Committee reports:

- Long Range Planning Committee 1/23 at 6:30, everyone is invited to come.
- Buildings and Grounds –PVE is coming to give estimate on lights; Theresa to call the company that we used for indoor cameras to get estimates for outdoor security camera.
- Larry indicated he would prefer to not mow the lawn. If we want Larry to continue mowing, we need to provide an electric mower instead of Larry bringing his own mower. Vivian's husband volunteered to mow if the library provides an electric lawn mower and easy access. Buildings and Grounds and Vivian's husband will suggest electric mower options.
- Per Vivian, normally in January we vote to authorize NYS construction grant. Nick recommends not to apply because last year's application is still pending and it could be too much of a burden. Architect suggested instead of chairlift we could improve elevator but the elevator company doesn't want to bid. NYS Dormitory Authority is expected to give its recommendation on grants in January, but has not done so yet. Per FLLS - Our grant needs revisions, i.e. the JBK estimate needed a few words changed, like repair to rehabilitation or restoration. Georgette says that has been completed.

Old Business

1. Qualified Charitable Distributions: No update.
2. Business Manager Position Description: Trustee Martin moved and Trustee Hay seconded that the Business Manager Position Description be revised to include the responsibility for preparing, presenting to the Board and submitting the yearly tax levy form. Motion carried.
3. Evaluation of Director's Monthly Stats (Excel) Report: Board agreed, based on Trustee Esposito's research to not remove any of the library stats.

4. Annual Wishlist for Friends of CFL – Board agreed that Friends should continue raising money through used book sale; Continue advocating and promoting library; and continue semi-annual clean up days. Trustee Esposito stated emphasis should be on supporting programming.

New Business

1. Standard Annual (January) Votes
 - Trustee Esposito moved and Trustee Ames seconded to accept engagement of Port, Kashdin & McSherry for a full 2019 audit. Motion carried.
 - Trustee Hay moved and Trustee Ames seconded to approve payment of recurring bills for 2019. Motion carried.
 - Trustee Esposito moved and Trustee Martin seconded to transfer from the Trustee Account to the Director's Discretionary Fund the balance of the cash/over-short, small donations and other uncommitted donations from 2018 (total \$1700.46) Motion carried.
 - Trustee Esposito moved and Trustee Hay seconded to approve expenditures of Grant \$ in accordance with the terms of the grant. Motion carried.
 - Trustee Esposito moved and Trustee Martin seconded to approve 2019 expenditures using petty cash, the Director's Discretionary Fund, and other minor expenditures for \$150 or less. Motion carried.
 - 2018 Write off amount – \$32257.57 – Trustee Esposito moves and Kim Hay seconded to accept the 2018 write off amount as recommended by Lorri and the audit. Motion carried
2. Trustee Martin moved and Trustee Hay seconded to approve the hiring of Lorri Moore as the new Business Manager. Motion carried.
3. Trustee Esposito moved and Trustee Ogle seconded to approve using \$2500 from the 2018 Endowment Unexpended Unrestricted Funds for the Program budget. Motion carried.
4. Trustee Esposito moved and Trustee Hay seconded using remainder of 2018 surplus unexpended unrestricted trustee funds as matching funds for NYS Construction grant. Motion carried.
5. President Bosch shared 2019 Committee assignments.
6. Trustee Ames moved and Trustee Martin seconded updating the Part-time Personnel Manual to outline benefits for employees at the manager level working 25+ hrs/week. Motion carried.
7. Policies
 - Trustee Hay moved and Trustee Martin seconded adopting the new Animals in Library policy. Motion carried. Interim Director Tammy can use discretion on whether animals can come in if patron is just dropping off a book and is carrying the animal.
 - Trustee Esposito moved and Trustee Ogle seconded revising the Write-Off policy per the auditor's recommendation regarding "Doubtful Accounts Receivable." Motion carried.
 - Trustee Esposito moved and Trustee Hay seconded revising the Gift Policy to allow restricted gifts over \$500 that are intended to be used within 12 months to be deposited into Operation. Motion carried.
 - Trustee Esposito moved and Trustee Ogle seconded replacing the current conflict of interest policy to meet the requirements of Not-for-Profit Corporation Law (NPCL) §715-a. Motion carried. Discussion – Trustee Esposito says our policy is not adequate because it doesn't meet definitions and process requirements.
8. Charging Program Fees?
 - Consensus that no program offered/held at the library can charge participants a fee for materials. This includes external entities offering a workshop/class at the library.
 - Learning Adventure wants Tammy to do a workshop that requires supplies. Tammy offered to do it on her own time.
9. Matching funds for NYS construction grant

- Board agrees, based on recommendation of Trustee Esposito, that discussions are tabled for a month or two until we get decision on grant proposal.
10. President Bosch would like to send letter to Senator Seward and Rep. Lifton for grant-in-aid. In the past, when we'd get bullet aid from Seward it was only libraries in Republican districts that got money and now that Democrats have majority only libraries in Dem. Districts will get money. Sen. Seward says he's still committed to helping libraries but it's too early in the year to determine what funding will be available. Board agreed President Bosch should write letters requesting aid.
11. Received a three-month consulting proposal from John Hoeschele for Marketing support.
- Trustee Ames moved that the library should enter into a 3 month agreement and see where it goes – can be terminated at any time, seconded by President Bosch
 - Discussion – Trustee Esposito thinks we need more time, could be procedural issues. Trustee Esposito will abstain from voting, offers to table until the Board has a better understanding as to what we're doing and how it will work out. President Bosch suggests that if we table then opportunity will be lost.
 - Trustee Esposito moves to table. Discussion followed:
 - Interim Director Tammy gave her opinion and thinks this would be beneficial because she and staff don't have time to do the things this person could be doing.
 - Trustee Esposito continues to have concerns about not reporting to the director because day to day operations should not be reported to the board, but to the director
 - Trustee Hay is concerned that after this person does their job for 3 months, who is going to carry out the plans and strategies.
 - Things listed in the proposal directly support long range plan.
 - Trustee Ames – thinks we should seize the opportunity and not be short-sighted; we cannot expect Tammy and Theresa to do these things that they don't have time to do.
 - Trustee Esposito – suggests that we can't look at the position for the person who might be available, but look at the position as to what it is and how it fits into the administrative structure.
 - President Bosch feels this person would be a benefit to the library short term.
 - Trustee Esposito moves to amend the motion and that the position report to the director and be a limited 3 month term with the possibility of renewal and everything else in contract would stand but director would have ability to modify what jobs this person does. Trustee Martin seconds.
 - Board needs to vote to amend then vote again on motion as amended.
 - Trustee Ames withdraws her first motion and the Board accepts Trustee Esposito's second motion by acclamation.
 - Board votes on amended motion as motion – motion carried.
12. Microfilm v. Digitization – tabled
- Cortland Standard no longer has company for microfiche, and toner will no longer be available for library's microfilm printer)
 - Trustee Hay wonders about Cortland Standard's online archives and how far back they go – do we really have to digitalize what we have because you can just go to their website and get it
 - Trustee Esposito volunteered to check if past issues of Cortland Standard are on Fultonhistory.com.

The meeting adjourned at 8:55 pm, followed by Executive Session.

Minutes respectfully submitted by,
 Maria Manning, Secretary

Next meeting: February 13 at 7:00 PM. Send agenda items to President Bosch by February 6.