

CFL Regular Board Meeting
May 15, 2019 - 7:00 p.m.
Minutes

1. Call meeting to order at 7:00 p.m.
 - a. Present: Diane Ames, Vivian Bosch, John Whittleton, Mark Martin, Randi Storch, Georgette Ogle, Kathleen Hennessy, Kim Hay, Russ Ruthig, Myron Walter, Bryan Riccardi, Tammy Sickmon (Interim Director), Lorrene Moore (Business Manager) John Hoeschele
 - b. Excused: Maria Manning
 - c. Absent: Mike Anderson, Sandro Mironti
 - d. Guests –George Mekeel, Theresa Mekeel
2. Approve April regular minutes and bills, payroll.
 - a. April Minutes – Trustee Hennessy moves to accept April 2019 minutes as corrected [clarify Fidelis Care donation for \$250; committee reports should say “president” and not “director”; 7B Jon spelling fix; Also under B. estimates for 1 and 2 for “ductless”; under 4 clarified “roof additions” to “roof work”], Trustee Whittleton seconds. Motion carried.
 - b. Bills and payroll – Trustee Walter moves to approve April Bills and Payroll, Trustee Hennessy seconds. Motion carried.

3. Interim Director’s report (Tammy Sickmon)

a. Vivian raised questions:

Under “accomplished”: Tammy was invited to participate in arts and entertainment district effort – grant from CNY Arts – they want to create an arts and entertainment district – What do people want to have happen? What are obstacles? The company developed a draft. Conversations continue. How to increase business, arts and culture in Cortland County?

Under in progress: Fidelis Care Growing healthy sprouts fun day- Brought hot spot to register people wanting a library card but not used because everyone who attended already had one. It was snowing that day. Had story time and about 12 kids and more adults; kids played games; we gave out books and made good connections with orgs in the community at the event.

DAC: Director’s Advisory Committee: met in April to discuss bed bugs. TCPL has recurrent instances, policy, manual, kits and finger lakes is buying small oven for all libraries at no cost to us. TCPL has an oven large enough for a chair.

p.2 under personnel: Asked Lorri to clarify whether we are currently paying PAYCO for any of the extras we will get from NFP. We are not. We are getting all extras that payco offers and more from NFP with no cost to us.

Lorri went to sexual harassment training at Chamber of Commerce. This was a “train the trainers” session.

Under Building and Grounds: We expect savings from new cleaning company (as compared to recent price increase from JM Murray Esti cleaning service) and better service.

4. Committee reports

a. President’s Report update

- Director search going well. Phone interviews done. Two candidates selected. We are in the process of doing reference checks. In-person interviews will include a presentation. Search committee discussed doing behavior assessments. The price tag is

high for the full assessment, and we probably missed the window. We will continue to discuss this.

- b. Buildings and grounds
 - Trustee Ogle spoke to Jon Carnes and an engineer for YS AC. Ductwork is not off-the-shelf and will have to be specially fabricated. They also don't think they will make summer reading dates, but thinks that we can work around the reading programs. If we went with Jon and the engineer, it seems like the price tag will go up almost \$20,000 from what we estimated in the grant. We will go out for bids, and Tammy talked about work arounds for programs.
 - Parking lot security cameras were installed.
 - Dog poop and weeds are problems. Trustee Ogle believes that the Friends group will pull weeds. Tammy discussed the possibility of a sign about dogs.
 - c. Friends - Until May 16th friends will benefit from book sales from Barnes & Noble. ID number available at front desk.
 - d. Investment: Trustee Whittleton had May 8th Morgan Stanley meeting. Things going much better for our endowment than they were.
 - e. Personnel- National Financial Partners offer HR management solutions.
 - f. Technology: Surveillance system was the most urgent; telephone system will likely be put off. Trustee Walter spoke to Syracuse vendor (All-Purpose Telephone) about replacing just two phones for now – about \$650. If in the future we want a new system, they will give us a credit back for the two new phones we replace now.
5. Old Business
- a. Personnel Manuals – Holiday wording for adding 7th holiday (Christmas Eve):
In full time section: add “to better serve the public, the library will close only on the actual holiday”
Trustee Hennessy moves to accept revisions to the Full-Time and Part-time personnel manuals. Trustee Walter seconds. Motion carried.
 - b. Camera/Surveillance System:
 - Trustee Walter moves to approve spending up to \$1000 from operating technology to replace two failing hard drives. Trustee Whittleton seconds. Motion carried.
 - Trustee Hennessy moves to approve using approx. \$11,000 from 2020 MS funds now to replace system if it dies while replacing hard drives. Trustee Martin seconds. Motion carried. Assuming it doesn't fail, we'd like to order it now (for January). Lorri will get bids.
6. New Business
- a. Dead Elevator Emergency Light Battery – Trustee Hoeschele moves to approve spending \$525.00 from operating building repairs to replace the elevator emergency light battery. Trustee Hennessey seconds. Motion carried.
 - b. Fax Policy - Trustee Hennessy moves to approve the proposed fax policy. Trustee Ruthig seconds. Motion carried. Lorri's printer/fax machine is broken. She found a good deal on a fax machine. We may be able to buy in bulk with Finger Lakes.
 - c. Discussion of Background Check Policy – Finger Lakes does not have a background check policy; only one Finger Lakes library (Auburn) does a background check but they don't have a formal policy. Trustee Ruthig advocated for a policy that includes a check through an outside organization. Trustee Ruthig recommended that we check criminal history and sexual predator history for staff; extra checking might be necessary for the director's position. Tammy recommended two policies (one for volunteers and one for hired employees). Tammy would like consistency in checking volunteers. Trustee Ruthig recommended looking at infractions on a case by case basis. The question of “familiarity” was raised. Re timing of background check, suggested to make offer and make it conditional on background check. Lorri will review insurance policy details and additions.
Discussion ensued. Tammy thinks that background checks are important for staff; what to do about volunteers? Recommending that we do criminal and sexual predator checks on adult

volunteers, especially if under \$100. Volunteers are usually not left alone with children but what if she is in her office? We need to find out what the costs would be. We will continue discussion in June.

For director want a background check with criminal history, sexual predator check, work history and education.

Question of behavioral assessment in addition to background check.

If we can do it without chasing candidate away and it is around \$300 or less, we are interested in pursuing it.

- d. Discussion of “cool kids” gofund me campaign -Trustee Hoeschele raised the question of a social media campaign to crowd fund for sources for the YS AC. Trustee Ruthig thinks that we should stick with grant process for building and revisit campaign for matching fund if we need it in the future. Trustee Hennessy likes the idea but wants to be sure to not use it too often. We agreed to find out how much the AC bill will be and then we will revisit the go fund me strategy.
- e. Discussion of “Check it out....at the Library” concept – CFL brand revitalization – Long-range planning committee came up with this motto. Trustee Hoeschele is willing to work on this if we want him to. He circulated a brand tree and discussed how to do a marketing campaign. Lorri asked about cost. The answer was that it doesn’t have to be costly. We agreed to have Trustee Hoeschele work on it. He will come back with sketches and ideas in the next couple of months.
- f. Discussion of Contributions/Legacy-giving – Trustee Hoeschele discussed a document to ask for major gifts that would be at the front desk. He recommended that we later discuss the possibility of a society for large donors. We will circulate the document for the June meeting.
- g. Conflict of Interest Reviews – forms are still needed for Russ and Bryan. We will get to this item next month.
 - Trustee Diane Ames –
 - Trustee Myron Walter –
 - Business Manager Lorrene Moore

Dairy Parade – Looking for marchers.

7. Next Board Meeting: June 19, 2018: 7:00 pm

Please notify if you are unable to attend a meeting. Please send any new agenda items by 6/12.

The Regular meeting adjourned at 8:35 pm. Executive session convened at 8:36 with only Board trustees present. President Bosch updated the Board on a personnel matter. The Board discussed the tax cap information presented at the April Board meeting by FLLS Executive Director, Sarah Glogowski. Executive session adjourned at 8:55 pm.

Minutes respectfully submitted by,
Randi Storch, Trustee