

CFL Regular Board Meeting
September 18, 2019
Minutes

1. Call meeting to order at 7:00 p.m.
 - a. Guests: Theresa Mekeel, George Mekeel, and Aimee Dorward
 - b. Excused: John Whittleton
 - c. Present: Vivian Bosch, Randi Storch, Kathleen Hennessy, John Hoeschele, Bryan Riccardi, Maria Manning, Russ Ruthig, Kim Hay, Sandro Mironti, Mark Martin, Diane Ames, Myron Walker, Georgette Ogle, Tammy Sickmon (Interim Director) and Lorrene Moore (Business Manager).

2. 2018 Audit (Kacie Harder of Port, Kashdin & McSherry)
 - a. discussed audit report - no audit findings; give a “modified, unqualified opinion” – the highest opinion possible.
 - b. President Bosch – Questions and corrections:
 - Financial Statements
 - is anyone supposed to verify the numbers? Answer: the audit is verifying *our* numbers.
 - page 4 - gifts/donations and other revenues - wasn't 2018 the year that Mr. Sarvay gave 10k and Governali gave 1k? Answer: Sarvay gift went into Morgan Stanley fund.
 - Fundraising expenses - Kacie explains where it goes and how accounted for. Board instructed Kacie to increase Management to 10% and decrease Fundraising to 0%.
 - page 9 – Pension: question on retirement system acronym NYSERS vs. NYSLRS. Answer: NYSERS is correct
 - page 10 - typo end of first paragraph. Kacie will correct “had and 454” to “had 454”
 - page 11 at top - 2017 has cert. of deposit 19190 (imagination library CDs but not started until 2018). Answer: These are part of Morgan Stanley account not imagination library
 - page 16 – requested change in Note 12 – Compensated Absences so wording is the same as our policies and personnel manual. Vivian will email wording and Kacie will update the audit document.
 - 990
 - page 2 - 90,000 cataloged items and 12,000 registered borrowers, but according to 2018 Annual Report, 84,211 items and 9843 borrowers
 - page 3 #8 - did organization maintain collections of works of art...YES is correct because of collections of materials in the library
 - #10 - holding assets temp restricted endowments - said no, Kacie will change to yes
 - part 6 section B - said yes but technically we only have a draft. Decision to leave at yes because we have a schedule per NYSED law
 - next page under trustees - Diane and Russ both listed as VPs – corrected
 - next page - hours for Jacie for 40 but standard work week is 37.5
 - c. no other questions/comments
 - d. motion to accept Audit – Trustee Hennessy moves to accept the Audit with the corrections suggested, Trustee Ruthig seconds. Motion passes

3. Approve June regular minutes.
 - a. change “agenda” to “minutes” in heading
 - b. Trustee Hennessy moves to approve June minutes with changes. Trustee Hoeschele seconds. Motion passes.

4. Approve Financial Statements for June, July, August.
 - a. June - no questions
 - b. July - no questions
 - c. Lorri - since reports are condensed and summarized, hopefully they are being read
 - d. Trustee Walter moves to approve June and July Financial Statements. Trustee Hennessy seconds. Motion passes.
 - e. Side note - determined that the cash flow report is not helpful - just need statement of financial position and P&L
 - Trustee Hennessy - if someone wants to see the Cash Flow report, it's easy to run with QuickBooks so not an issue not including
 - going forward, starting with August final report and September - just two reports to review

5. Interim Director's report (Tammy Sickmon)
 - a. discussion about bed bug procedure and dealing with unwarranted public perception of a problem at our library.
 - b. Vivian - started Sunday trial two Sundays ago
 - c. Status of application for liability insurance: will need approval after hiring and volunteer policies approved
 - d. Tammy - collaborated Arts of Grace to bring in children's author/storyteller Bruce Coville
 - e. summer reading program was a success
 - arts/parks/books - youth theater- Checkers the Inventor, Dan the Snake man, mad Science
 - football program At SUNY Cortland
 - Planetarium field trip success
 - f. With the recent consolidation of all 5th grades in one building, Tammy will be starting a 5th grade book club at Randall Middle School.

6. Committee reports
 - a. President's Report
 - 1st Friday artist volunteered some of art to have a fundraiser to raise money for air conditioning
 - Barbara Lifton donation - followed up but hasn't heard back
 - b. Executive Committee
 - c. Buildings and Grounds
 - meeting with Schindler (Lorri and Russ)
 1. still ongoing
 2. producing work tickets to see how many times actually serviced
 3. have another proposal from another company which is more money, but the company might be more reliable
 4. threatened to sue when mentioned possibly getting out of contract
 5. Jacie renewed the previous contract for 10 years (through 6/30/28)
 6. Consensus is to wait until after next month when they come back with more information that was requested
 - clock repair - no luck getting it done - time to give up?
 1. let Warren Eddy know what we've gone through because he offered to pay for repairs
 - d. Imagination Library program
 - need more donors if going to keep program going
 1. last year, only got 3rd place by a couple of donations. 4th place winner could surpass us this year

- not going to have enough money to pay invoices because CD got automatically renewed when it matured
 1. just cash it anyway - penalty not going to be much (nominal)
 - e. Finance
 - committee meeting in August - discussed passive investing - no one wanted to get RFPs
 - discussion about what to do with portfolio and investing
 - President Bosch - feels it's the responsibility of the board to look into options
 - Trustee Martin will speak to Eric Brown (Morgan Stanley) and Trustee Ruthig will speak to Chris Gardner
 - f. Trustees – need to complete sexual training by 10/9/19
 - g. Technology
 - new security camera installed
 1. activity can be seen by youth services computer too
 - Theresa - door security update
 1. connection reestablished and didn't need new access panel but still old software
 - Brad from Eastern - connecting with Cary Company to get quote
7. Old Business
- a. Contributions/Legacy-giving (John H.)
 - beginnings of layout provided and discussed
8. New Business
- a. Vote: Director Job Posting, Cortland Standard Ad
 - discussion of salary change from \$50,000 to a range of \$50,000 - \$55,000
 - discussion of ad in paper - only paid ad - circulated through professional websites (NYLA and SU, Drexel, Buffalo, Albany)
 1. \$128.64 to run ad in Cortland Standard - board approves running ad
 - no objections to changes of posting
 1. Trustee Hoeschele moves to approve posting. Trustee Ruthig seconds. Motion passes
 - b. Vote: \$1500 from Trustee Other for parking lot sealing
 - won't have to do it again for 2-3 more years
 - Trustee Hennessy moves to take \$1500 from Trustee Other for parking lot sealing. Trustee Ruthig seconds. Motion passes.
 - c. Tax Levy
 - discussion of increase based on state (now 401k)
 - Research (Diane)
 1. Trustee Ames provided information/reasons why we should not go over the tax cap.
 2. \$392k was passed last year
 - Vote on 2020 tax levy
 1. not going over tax cap in 2020 decided at a prior meeting
 2. Trustee Ruthig moves to go for max we can without going over the 2% tax cap (\$401,024). Trustee Walter seconds.
 - d. Vote: Gift Policy revision (Lorri)
 - discussed proposed change to policy
 1. changing because when putting money in endowment. where does it go and what is it for? - intent was never to restrict
 - Russ moves to approve change in policy. Kathleen seconds.
 - e. Vote: Volunteer Policies (Lorri)
 - discussion by Lorri

- Trustee Walter moves to approve policies as provided. Trustee Mironti seconds.
- f. Vote: Hiring and Employment Policies (Lorri)
- discussion by Lorri - made a couple changes as decided by board to not have a background check but will be checking references and sex offender list.
 - Diane moves to approve policy. Myron seconds. Discussion by John H. “with or without cause” on third box end of third sentence... “terminate employment at any time” - board decides better to add that “...with or without cause”
- g. Vote: “No Weapons” Revision to Acceptable Patron Behavior Policy
- Trustee Ruthig moves to approve revision. Trustee Hennessey seconds. Motion passes.
- h. NYS Grant: Chair Lift Discussion
- not sufficient space at top of mezzanine (can only go to art gallery)- would need to move bookcases - post at base of stairs is not strong enough for chair lift, that would need to be reconstructed (bigger expense). Jon Carnes suggests putting in a LULA lift instead.
 - LULA lift \$15,000-22,000
 1. construction with 10% contingency \$57,500 (could be $\frac{2}{3}$ that price)
 2. at $\frac{2}{3}$ price and with lift - little over \$60,000
 - grant = \$9000 but with additional work needed it would be more than that and depending on how much more we wanted to spend in order to move bookcases
 - could hear if we received the Lifton grant in 6 months to 1 year
 - still waiting to hear about EEOC complaint - responding to complaint now → do not have funds to accommodate one person but if at a later date we do have money, then we’ll re-address the issue then
 1. would if we could but can’t - need numbers in writing from Jon Carnes and send to mediator
 2. should write to mediator with John’s letter to show acting in good faith
 - what does not doing anything (chair lift of LULA lift) at this time say for our construction grant – Trustee Ogle discusses that because of the issue found in the corner can’t do the job in the \$9000 given so we would have to amend the grant - we have 2-3 years from the point we did from this summer and we could apply to the grant (so from summer 2019 to 2 years after then request 1 year extension)
 - if chance by waiting there would be a better solution then we should do that
 - no one even complains about not being able to get to art gallery (maybe one on First Fridays)
 - Board agrees to get letter from John Carnes about cost and give to mediator
- i. Repair of North Windows
- roof vent was put in with plan that north windows could be left open all the time to circulate air flow - can’t be opened and closed without assistance because they were painted shut - still not moving well and need to be restored
 - Jon Carnes recommended someone who repairs historical windows
 1. estimate \$2,260
 - Trustee Other fund does it have money?
 1. \$360 toward it to start
 - can’t happen until next spring – contractor won’t get here before the fall
 - pursue doing it next spring when more money and guy available
- j. Additional Security Cameras (Theresa/Lorri)
- locations – for all the locations suggested would cost \$20k
 - staff prioritized and could add fewer cameras - question of money and necessity
 1. employee entrance
 2. book drop
 3. front entrance on inside or outside
 4. maintenance closet

- prices vary
- cameras get used almost daily
- 3 in main reading room, 1 here, art gallery has 2, elevator lobby, downstairs, upstairs, YS has 3, parking lot 1, near Amy's office,
- Is there a grant that would cover?
- Theresa and Lorri work with finance committee to come up with proposal and plan

k. Window Washing (Lorri)

- no record of windows ever being washed
- more complicated than sounds - each big window is comprised of 43 individual panes
- no one wants to wash them - Bill Clark would be willing to remove and reinstall (possibly clean) but would need a second person - if want done ASAP we need to supply second person - if put off until spring he could find second person
- 2 quotes - but they would not touch storms either
 1. 2 day job
 2. Emerald City + removal of storm windows: 2500 + 2375
- need to have the windows cleaned and finance committee comes with recommendation of how to pay for it
 1. consider next year's budget (clean in spring)
 2. put off until next year to work into 2020 budget (may need to be a every other year thing)

l. use amazon smile and library as charity

10. Next Board Meeting: October 16, 2019: 7:00 pm
Please notify if you are unable to attend a meeting. Please send any new agenda items by 10/8.

11. Adjourn Regular Session at 9:10

Respectfully submitted,
Secretary Maria Manning