

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

1. Call meeting to order at 7:04 p.m.
2. **Excused: Georgette Ogle, Randi Storch, Russ Ruthig, Mark Martin**
3. **Guests: Theresa Mekeel, George Mekeel**
4. **Present: Vivian Bosch, Kathleen Hennessy, Myron Walter, John Whittleton, Kim Hay, Diane Ames, John Hoeschele, Mike Anderson, Bryan Riccardi, Maria Manning, Lorrene Moore (Business Manager), Tammy Sickmon (Interim Director)**
5. **Absent: Sandro Mironti**

6. President Bosch shared a note from Tammy Sickmon to the Trustees, thanking them for their support.

7. Approve September regular minutes.
 - a. Myron Walter moves to approve minutes, Kathleen Hennessy seconds. Motion passes.

8. Approve Financial Statements for August and September.
 - a. No questions
 - b. President Bosch asks about there being 405% on profits margin and answer given.
 - c. John Whittleton moves to approve. Diane Ames seconds. Motion passes.

9. Interim Director's report (Tammy Sickmon)
 - a. No questions from board.
 - b. President Bosch asks about discontinuation of Hoopla. Hope is to use OverDrive more. OverDrive is trying to find ways to have less of a hold list. Hoopla was hoping that the streaming would be used more but that was not the case. Our library didn't use it much and we'll be saving \$1,200 per year on membership. Usage not high enough. OverDrive cost - not sure if the price will increase.
 - c. Youth Services budget - can we see program budgets? Lorri is working on it
 - d. Bruce Coville author event - President Bosch comments on how well the event went. Tammy was disappointed in the turn out. Only one child known from our library and all other people were new. Maybe 15 kids (weather could have been an issue). Library was recognized and thanked for the flyers created.
 - e. EPLI coverage application - Lorri has been working on the budget and so this was set aside. More questions for Jeremy before completed application.

10. Committee reports
 - a. Director's Search - second applicant but hoping for a few more. At the suggestion from the Friends president, Vivian contacted different regional libraries who posted on their website. Also posted on NYLA list serve.
 - b. Trustee Ames - no update on book to be donated in memory of Charlie Morgan.
 - c. Trustee Walter - Marvin Windows meeting set up in 2 weeks. Looking to see cost of replacing windows but no commitment.
 - d. Elevator Contract - Lorri to send contract in full to Trustee Walter to review. No one will say for sure what is required.
 - e. Grants - looking for matching funds for the amount received from Cortland Community Service Club. Proposal out to Intertek. Feelers out to Smith Allergies and Asthma as well.

- f. Construction Grant - phone call with John Carnes talking about how to proceed; have not received anything from him yet due to some health problems – will wait until Trustee Ogle gets back to follow up.
- g. Hard-copies of “Passive Investing Primer” available if wanted.

11. Old Business

- a. Contributions/Legacy-giving (John H.)
 - passes around mock-up of pamphlet
 - Tammy - Governalis sent a letter saying that they will be donating \$1500 this year – an increase of \$500 from last year to be used towards a portable sound system.

12. New Business

- a. CFL By-Laws – Article II Section 3 Proposed Addition (Vivian)
 - FLS is updating their bylaws because of required training of new trustees
 - Took wording from their bylaws and input it into ours.
 1. if Trustee on the board has not taken required training then NYS could fine the library \$100,000 and close library
 2. Board discusses language proposed that would make changes to bylaws based on new training requirement - possible language - maybe amend policy and procedures instead
 - a. decided to change bylaws as follows (additions bolded): “If any Trustee fails to notify the Board President, Secretary or **Library** Executive of a pending absence for three consecutive meetings, **or fails to comply with current New York State requirements**, that Trustee will be deemed to have resigned from the Board of Trustees.”
 - b. Trustee Hennessy moves to amend bylaws as described by President Bosch. Trustee Hay seconds. Motion carries.
- b. CFL Logo (John H)
 - discussion on new logo ideas
 - Board open to the possibility of doing a new logo
 - John will send out the mock-ups to board trustees and trustees vote on top 3 choices within the next week to

13. Budget

- a. Lorri has draft but not ready to present yet.

14. Next Board Meeting: November 20, 2019: 7:00 pm

Please notify if you are unable to attend a meeting. Please send any new agenda items by 11/13.

15. Adjourn Regular Session at 8:25pm

16. Executive Session convened at 8:26 with the trustees present at the regular meeting.

- a. June and September Executive Session minutes approved. (Kathleen Hennessy moves; Myron Walter seconds)
- b. Holiday gift cards for staff approved. (John Whittleton moves; Mike Anderson seconds.)
- c. President Bosch provided an update on a past personnel matter.
- d. Discussion of required trustee training

Meeting adjourned at 8:29