

CFL Regular Board Meeting via Video Conference
May 20, 2020 - 7:00 p.m.
Minutes

1. Meeting called to order at 7:05 p.m.

Present: Vivian Bosch (President), Diane Ames, Mark Martin, John Hoeschele, Myron Walter, Mike Anderson, John Whittleton, Kathleen Hennessy, Kim Hay, Georgette Ogle, Randi Storch, Bryan Riccardi, Jen Graney (Director), Lorri Moore (Business Manager)

Excused: Maria Manning

Guests: Theresa Mekeel, Chris Lund, Megan Lenahan

2. Trustee Hennessy made a motion to approve April 2020 minutes. Trustee Walter seconded. Motion carried.

3. Financial Reports

- a. Business Manager Moore stated that we are down in income (especially donations and fines) as well as in expenses (admin, no books ordered in April). This is skewing the numbers a bit, showing a Net Income over budget of roughly \$47,000 for the period Jan-April 2020. It is anticipated that expenses will even out as we phase into re-opening.
- b. Trustee Hennessy made a motion to approve April 2020 financial reports. Trustee Whittleton seconded. Motion carried.

4. Director's report

a. Schindler elevator update:

- i. An updated invoice was received for the \$1000 part. Although it did state the correct amount due, it still looks as if we had the part installed and were credited for the labor. We had previously agreed to purchase the part at the advice of several other elevator professionals, as it is a very reasonable price.
- ii. We are ready to pay once the part is received and we have a corrected invoice.
- iii. Consensus that the \$1000 part should be kept separate from the contract termination.
- iv. The contract is set to re-new on June 30th.
- v. Trustee Walter made a motion to spend up to \$1000 to solicit the help of a lawyer to terminate the contract. We would like to notify them that no further payments on the contract will be made, via a letter on the lawyer's letterhead to be sent to both the local and corporate headquarters. Trustee Anderson seconded. Motion carried.

5. Committee reports

a. President's Report:

- i. Between the regular April and May meetings, the Board voted on the following Shared Work / Furlough / PPP items:
 - 4/21 – With the recommendation of the Personnel and Finance committees, Board voted unanimously to support a shared work and furlough plan to be created by Jen.
 - 4/27 – Second round of PPP funds announced. With a recommendation from Finance committee and majority vote from Exec Committee, Lorri submitted the PPP application (with the understanding that time was of the essence and further discussion on whether to accept the funds if approved would still occur)
 - 4/30 - special Board meeting via video-conference, Exec Committee members Vivian, Diane* and John H., and Finance committee member

Kathleen Hennessy agreed to signing the PPP loan documents and accepting that loan for \$45,672; reversing decision on shared work and furloughs with the option to re-examine, if needed, after PPP funds are exhausted; Three additional board members responded in support of decision via email. (*Diane later changed her vote to no.)

- 5/1 – 5/2 Polled remaining trustees via email, resulting in full Board vote: 11 trustees in support of accepting the PPP funds, 1 no (Diane) , and 1 abstain (Randi).
- 5/7 - special Board meeting via video-conference: Diane Ames made a motion to rescind the 4/30 decision to accept PPP funds; John W. seconded. After much discussion, the vote was 2 in favor of rescinding and 9 opposed. (Two trustees were excused.) Therefore, CFL will keep the PPP funds.

- ii. Per FLLS' recommendation, President Bosch confirmed with the Cortland School District Business Manager's office that our tax levy proposition will be included on the school's absentee ballots.

b. Building & Grounds

- i. A/C unit has been delivered.
- ii. Trustee Walter had a teleconference with Bob Beard and the lighting rep and resolved a couple of outstanding issues. Electrical work above the Art Gallery ceiling should be completed by Mr. Beard next Tuesday.

c. Development/Grants/Marketing

- iii. Trustee Hoeschele will check with the J.M. McDonald Foundation regarding timing of grant award.
- iv. Legacy brochure can be published as a PDF in the meantime.

- d. DPIL – President Bosch contacted the professor teaching the Learning By Giving class for a status update. Awards had been expected to be announced in early May.

- e. Investments – Trustee Whittleton reported that we have only taken approx.. \$2000 from capital and have only spent 24% of the YTD budget. While we have a total of \$2,648,000 in the endowment, 65% is restricted and unavailable for spending. As of April, we have a loss of 8.6% --not as bad as expected given the market.

- f. Nominating – Trustee Hennessy stated that we should try to have some prospects for the two vacant seats by the end of the summer. Suggestions for someone with financial knowledge and an interest in the library are welcome.

6. Old Business

a. Re-opening the library – Update:

- i. Director Graney said we could be looking at curbside service by June 15, but the county directors still need to speak with the Cortland County Administrator regarding the re-opening of the libraries.
- ii. Director Graney shared the draft of the Re-opening Plan. She will send a final draft to the trustees by Tuesday, May 26th. She will also send the required NYS Re-opening document. There will be a special Board meeting (via Zoom) to vote on the documents at 7 p.m. on May 28th

7. New Business

- a. Temporary Safety Policy - Trustee Hay made a motion to approve the Temporary Safety Policy pending approval of the safety measures by the Cortland County Health Department. Trustee Hoeschele seconded. Motion carried.

- b. Telecommuting Policy
 - i. Discussed revisions to be made in Timekeeping and Health & Safety sections.
 - ii. Business Manager Moore will check with Bailey's insurance on whether worker's comp covers injuries while working at home and if a home visit would be necessary.
 - iii. Vote to occur at the May 28th meeting.
 - c. Trustee Responsibilities – President Bosch reviewed a list of the trustees' re-opening responsibilities per FLLS, North County Library System and Mid-Hudson Library System. Consensus on:
 - i. Many of the Service Level 2 items will be incorporated in the re-opening plan being written by the Director. The Board will then review and vote.
 - ii. The Director will look into keeping a log of staff access to the building, possibly via a report from the Keri Door System which operates via the key fobs. This info could be needed for contact tracing. All doors should be locked and closed – no propping open.
 - iii. Review of new costs and budget adjustments are part of the monthly review of the financial reports. Business Manager Moore will code new expenses related to the re-opening (e.g., masks, shields) to make identification and review easier.
 - iv. President Bosch has found broad pandemic policies from other libraries online. She will create a draft policy for Board review at the May 28th meeting.
 - v. The temporary sick leave policy will remain in place.
 - vi. The Personnel committee will review existing personnel policies to determine if temporary changes are needed. Business Manager Moore will provide Trustee Ames with a link and login info to the NFP site which has an abundance of pertinent information.
 - vii. A separate mask policy was deemed unnecessary as masks are included in the Temp Safety Policy and the re-opening plan.
 - d. Summer (July, August) Board Meetings – Consensus that because of these uncertain and rapidly changing times, we should schedule meetings for July and August.
8. Next Board Meetings: 7 p.m. on Thursday, May 28 (re-opening plan, NYS re-opening doc, final temp telecommuting policy, pandemic policy), and June 17, 2020 (regular board meeting)

Please notify if you are unable to attend a meeting. Please send any new agenda items for the 6/17 meeting by 6/10.

9. The meeting adjourned at 8:29 p.m.

Submitted by,
Lorraine Moore
Secretary Pro Tem