

CFL Regular Board Meeting
January 28, 2020 - 7:00 p.m.
Meeting Minutes

Board Members

Present: Vivian Bosch, Diane Ames, Myron Walter, John Whittleton, John Hoeschele, Kathleen Hennessey, Kim Hay, Mike Anderson, Mark Martin, Lauren Mossotti-Kline, Liz Cole, Georgette Ogle, Dale Davis
Excused: Bryan Riccardi

Others Present

Staff: Director Jen Graney, Lorri Moore (Business Mgr), Theresa Mekeel (Asst to the Director)

1. Call to order: The meeting was called to order at 7:03 p.m. by President Bosch.
2. Meeting minutes:
 - a) President Bosch corrected the December 2020 minutes by adding the following after *The Board then adjourned to Executive Session*:
“The minutes from the November 2020 Executive Session were approved on a motion by Trustee Hay, seconded by Trustee Walter. Salary and personnel matters were discussed. The meeting adjourned at 7:48.”
 - b) Trustee Hoeschele moved to approve the regular December 2020 minutes with the addition; Seconded by Trustee Hennessey. Motion carried.
 - c) Trustee Walter moved to approve the 2020 Annual Meeting Minutes; Seconded by Trustee Ames. No additions or corrections. Motion carried.
3. Financial Statements:
 - a) There were several questions how library fees are shown on both reports and how they affect the Account Receivables. Lorri explained that some changes will be necessary and she could explain those at the next meeting. Lorri also mentioned that the December reports are not truly considered final until the audit is complete.
 - b) It was noted that the 2020 Letter campaign brought in \$2700, and \$8200 came in from memorial donations for 2020.
 - c) Trustee Martin moved to approve the financial statements for December 2020. Seconded by Trustee Hay. Motion carried.
4. Director’s report
 - a) The Annual Report is now open and sections will be sent to the board for review as they are completed. The deadline for submitting to FLLS is March 1.
 - b) The New York State Librarian has said that libraries should be operating / open for at least 80% of their minimum NYS standards hours. We are open for exactly that, quite by coincidence.
 - c) Jen has subscribed for a year of Homeless Library Trainings that will be used in Staff Training.
 - d) Although it is unclear what the 2021 Summer Reading Program will look like, two of the grants (CNY and Rosen) that usually fund quite a few of the kids’ Summer Reading Programs, have not opened yet for libraries to apply for funds.
 - e) With the Wi-Fi now available to the public without the stipulation of a library card, and for unlimited time, President Bosch recommended getting the word out of its accessibility to the public (non-patrons).

5. Committee reports

a) Executive

- 1/11/21 – Following an update on the Art Gallery track lighting issue, Exec Committee voted to pay Kline Inc. the final \$15,000. (Four in favor; One abstention) Rationale: Because the electrical contractor has already paid for the lighting fixtures in full, continuing to withhold the \$15,000 from Kline Inc. provides no monetary leverage with the lighting manufacturer. Myron will continue to work this out with the lighting manufacturer with whom he has worked for over 25 years.

b) Building & Grounds

- Art Gallery track lighting update – Myron is to meet next week with Bob Beard and the lighting Rep.

c) Technology

- President Bosch will save executive session minutes on a flash drive. This would then be passed from President to President of the Cortland Free Library Board.

6. Old Business

a) Position Descriptions

- Assistant to the Director / Adult Services Manager (Theresa Mekeel currently holds this position)
 - Title was changed to better reflect the position
 - Format of description was updated
 - Job summary was added.

Because this was just an update to a current position no Board approval was necessary.

- Youth Services Library Assistant

-This is a new position to better reflect the hands on help Jaymie Closson gives in Youth Services.

-In addition to duties of a Circulation Desk Assistant, it includes assisting the YS Librarian with programming and marketing duties.

-Trustee Hennessey made a motion to create the new Youth Services Library Assistant position, and give Jaymie Closson the title. Trustee Whittleton seconded. Motion carried.

7. New Business

a) Standard Annual (January) Votes

- 2020 Audit: Vote to accept engagement of Port, Kashdin & McSherry for 2020 review
 - A review would include the Tax Return and Financials, just would not include an audit of the daily processes.
 - The quote for the review is \$3500, compared to \$6350 for an Audit.
 - Finger Lakes Library System's recommendation is for an Audit every 3 years.
 - Trustee Whittleton made a motion to accept engagement of Port, Kashdin & McSherry for 2020 Review. Trustee Mossotti-Kline seconded. Motion carried.
- Vote to transfer from the Operating (Unrestricted Donations) Account to the Director's Discretionary Fund the balance of the cash/over-short, small donations and other uncommitted donations from 2020
 - Amount to be moved is \$957.55
 - Trustee Hennessey made a motion to transfer from the Operating Account to the Director's Discretionary Fund the balance of the cash/over-short, small donations and other uncommitted donations from 2020. Trustee Walter seconded. Motion carried.

- Approve annual write-off amount, which is \$13,257.53 for 2020
 - Follows the policy that patron accounts older than 3 years old and considered unrecoverable, will be written off.
 - This has been a consistent amount, however because we are no longer collecting fines the annual write off amount will be reduced in the future.
 - Trustee Hay made a motion to approve the annual write-off amount. Trustee Hennessey seconded. Motion carried.
 - Vote on endowment spending percentages: The Finance Committee recommends keeping the percentages the same:
 - 55% - Restricted to books and library materials
 - 10% - Restricted to furniture & fixtures
 - 10% - Restricted to building repairs
 - 25% -Unrestricted – for other operating expenses of the library
 - Trustee Whittleton made a motion to accept the Finance Committee’s recommendation and keep the endowment spending percentages the same. Trustee Hoeschele seconded. Motion carried.
- b) President Bosch reviewed 2021 Committee assignments. If anyone has questions or concerns, please let her know.
- c) Members of the Development/Grants/Marketing committee presented several revenue generation ideas:
 - Annual Fund Drive (What’s Your Story?) - (differing from the Annual Letter Campaign)
 - Inaugural Readathon
 - Book Plate Fundraising Program
 The committee would like feedback on the proposals.
- d) President Bosch went over the Annual Wishlist for Friends: “to continue raising money through used book sales and other events; Continue advocating and promoting the library; and continue semi-annual clean up days. Emphasis of the funding given to CFL should be for programming.” The Board decided to leave it as is for 2021.

9. The next Regular Board Meeting: Thursday, February 25, 2020: 7:00 pm

The Regular Meeting adjourned at 8:17 p.m.

The Board and Library Director then went into Executive Session. Trustee Walter moved to approve the minutes from the December executive session meeting. Trustee Anderson seconded. Motion carried. There was no new business. The meeting adjourned at 8:19 p.m.

Respectfully submitted,
Theresa Mekeel, Assistant to the Director