

CFL Regular Board Meeting
March 18, 2021 - 7:00 p.m.
Meeting Minutes - **DRAFT**

Board Members

Present: Diane Ames, Vivian Bosch, Liz Cole, Dale Davis, Kim Hay, Kathleen Hennessy, John Hoeschele, Mark Martin, Lauren Mossotti-Kline, Bryan Riccardi, Myron Walter

Excused: Mike Anderson, John Whittleton

Absent: Georgette Ogle

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 7:05 p.m. by President Bosch. The library recently received \$34.99 in donations through Amazon Smile. President Bosch encouraged Trustees to choose Cortland Free Library as a charity on Amazon Smile if making Amazon purchases.
2. **Meeting minutes**
 - a) Trustee Riccardi's name was inadvertently left out of the February's minutes. He was present for the February 25, 2021 meeting and should have been listed as such.
 - b) Trustee Hennessy moved to approve the February 25, 2021 Meeting Minutes with the addition of Trustee Riccardi added to those present; Seconded by Trustee Hennessy. Motion carried.
3. **Financial Statements**
 - a) Lorri provided notes and explanations for the Profit and Loss Budget vs. Actual statement
 - There was a \$234.90 increase in expenses due to invoices received dated prior to February 1, 2021 resulting in immaterial change to overall expenses and Net Income.
 - A line item was added to both Adult and Youth Books named "Prior Year Budget" to accommodate payments made for books ordered prior to 12.31.2020, but not processed, received, or invoiced until 2021 – due to COVID. As a matter of note only, these items should be considered paid from the 2020 Books budget, and not 2021 funds. It is anticipated that the 2021 Books budget will appear to be overspent by year end.
 - b) Paperwork was received for the forgiveness of PPE funds. The loan no longer exists. Trustees will see this reflected on next month's statements.
 - c) Tax payment was received 3.9.21. Trustees will see this income on next month's statements.
 - b) Trustee Martin moved to approve the financial statements for February 2021. Seconded by Trustee Walter. Motion carried.
4. **Director's report**
 - a) The new Nextiva phone system was activated today. This will provide several new features including an auto attendant. The alarm system through Sentry and the fire alarm system through PACS still need to be set up with Nextiva.
 - b) The library will be lowering the time of quarantine for materials from 7 days to 3 days, beginning Monday, March 22, 2021. This is in line with what FLLS system and other system libraries are doing. FLLS will be moving from a 3 day quarantine to 24 hours next week.

5. Committee reports

a) Building and Grounds

Art Gallery lighting is now working! There was a bad part that needed replacement. The close out documentation needs to be received. Additional light fixtures will be provided for the hassle we have had.

The hail guard has been cleaned and primed and will be installed when the weather is nicer.

6. Old Business

a) Elimination of sending patrons to collection agency

Trustees discussed the elimination of the collection agency for a one year trial basis. Staff would be making calls to patrons instead. It would be evaluated as to the time spent versus money collected / items returned.

Trustee Hoeschele made a motion to replace the collection agency with a 1 year in house trial of staff doing the calling for long overdue or lost materials; Seconded by Trustee Hennessy. Motion carried.

b) Review of Conflict of Interest

Trustee Mossotti-Kline

Lauren's husband works for W.L. Kline, a contractor hired by the library. Trustees discussed and determined that Lauren should abstain from any vote involving this contractor.

7. New Business

a) Discussion of FLLS Trustee Training Webinar

President Bosch highlighted several points from a recent "Trustee Essentials" webinar she attended. NYS will likely enact a new annual requirement for two hours trustee-related training. This will be in addition to the required sexual harassment training. Board members present did not have concerns other than who would pay for the training if there were a fee. The current Training policy will need to be revisited to address the potential cost associated with required trustee training. Other points discussed were phone participation under the Open meeting Law and Executive Session protocol.

8. The next Board Meeting will be held: Wednesday, April 21, 2021: 7:00 pm

The Meeting adjourned at 7:51 p.m.

Respectfully submitted,

Theresa Mekeel, Assistant to the Director