

CFL Regular Board Meeting via Video Conference

June 17, 2020

Minutes

1. Call meeting to order at 7:02 p.m.
Present: Vivian Bosch (President), Diane Ames, Mark Martin, Maria Manning, John Hoeschele, Myron Walter, John Whittleton, Kathleen Hennessy, Kim Hay, Georgette Ogle, Randi Storch, Jen Graney (Director), Lorri Moore (Business Manager)
 - a. Excused: Mike Anderson
 - b. Absent: Bryan Riccardi
2. President Bosch shared that the Library tax levy (\$401,024) vote passed with 1851 in favor and 926 against. This is an increase of \$8726 over last year's levy. Absentee ballots resulted in over 2100 more votes than in recent past years, but the yes/no ratio remained relatively proportional at 2:1. President Bosch noted that more people voted no on the library budget than on the school budget and school vehicles.
3. President Bosch mentioned the passing of past trustee and Board President, Lee Taylor. When Trustee Ames returns to Cortland in September, she will write a tribute to be included in future minutes and asked other trustees to email her with their thoughts and memories.
4. Minutes
 - a. Motion to approve May 20, 2020 regular minutes by Trustee Hoeschele, seconded by Trustee Hennessy. Motion carries.
 - b. Motion to approve May 28, 2020 special minutes by Trustee Hennessy, seconded by Trustee Whittleton. Motion carries.
 - c. Motion to amend April 15, 2020 regular minutes by Trustee Walter, seconded by Trustee Martin. Motion carries. Minutes amended to include the Executive Committee's 3/8/20 vote to allocate an additional \$69,227 to cover the shortfall on NYS Construction Grant projects (YS A/C, basement storage shelving, art gallery wiring).
5. Motion to approve Financial Statements for May 2020 by Trustee Hennessy and Trustee Walter seconds. Motion carries.
 - a. Business Manager informed the Board that:
 - We received grant funds for SRP (\$2750), First Friday (\$950) and Family Literacy (\$350)
 - Higher loan amount in May due to biannual MS Loan payment of \$4261.80 on top of the monthly line of credit interest paid to CFCU
 - Payroll & Related is higher because there are 3 pay periods in May
 - EBSCO invoice was paid in May. This is a 1x/yr payment.
 - PPP loan is under "Other Income" but will be moved to post as a loan.
4. Director's report
 - a. Impact of not getting the OMG mini-grant is that we will not purchase new large type books for Senior Outreach. The outreach will continue using existing materials.
 - b. CFL is changing its book quarantine period from 3 to 7 days. This follows FLLS's revised quarantine recommendation.
 - c. PPP – There is no benefit to CFL to drag out the loan to 24 weeks. We will have spent our money as of next payroll.

- d. Clarified that Gregg from TC3 who will produce a virtual tour of CFL is the TC3 Library Director.
 - e. In addition to the donation of 500 paper bags from P&C, Tops has also donated paper bags.
 - f. CFL is now a member of the Cortland Chamber of Commerce.
 - g. Re-opening: All staff are now working, but hours are limited.
 - h. Schindler Elevator Contract: Stephanie “Cole” Adams should send a letter by the end of the week. Estimated at 2-4 hrs. work.
 - i. New logo rolled out on Facebook.
5. Committee reports
- a. Personnel: a new NYS sick leave order will go into effect 9/30/20. Jen or Lorri will propose changes to the FT and PT personnel manuals.
6. Old Business
- a. Re-opening
 - going well. Day 3 of curbside pick-up. Nice article in Cortland Standard.
 - Looking ahead to Phase 3
 - 100 people have opted in to the CFL monthly newsletter
 - b. Motion to reaffirm the 6/8/20 email vote approving the Temporary Employee Safety Policy & Plan by Trustee Hennessy and Trustee Storch seconds. Motion carries.
 - c. The Board designated Director Graney as the person in charge of maintaining and updating the Safety Plan.
 - d. Discussion on staffing recommendations made at the “Legal Considerations” presentation by Stephanie “Cole” Adams.
 - For HR, we can use NFP.
 - For Accounting, Port, Kashdin & McSherry is available
 - For Public Relations, we have Trustee Hoeschele, Director Graney and FLLS
 - e. Temporary Safety Policy
 - For clarity, renamed to the Temporary **Patron** Safety Policy.
 - County Health Department declined to review or approve the policy. Therefore, the sentence “The safety measures in this policy have been confirmed with the Cortland County Health Department” was removed from the policy. Policy had been approved on May 20 pending the Health Department’s confirmation.
7. New Business
- a. Business Manager Moore and Kaci of Port, Kashdin & McSherry will start the 2019 field audit through the portal. Hopes to have a draft for the August meeting and vote in September.
 - b. 5-yr review of existing policies
 - Motion to approve the re-written Tobacco Free Policy by Trustee Hoeschele and Trustee Hay seconds. Motion carries. This replaces the original 2014 policy.
 - c. Art Gallery
 - Motion to approve spending additional funds to complete dimming capability in the Art Gallery by Trustee Whittleton and Trustee Hennessy seconds. Motion carries.
 - Electrical cost will be time & material, not to exceed \$2870; Kline Inc. construction cost will be time & material.
 - \$600 Smoke Detector – Myron will find out if this is required.
 - The prior donations from McIntosh Box & Pallett and the Community Foundation of South Central NY will be used to offset these additional costs.
8. Other
- a. YS A/C should be completed within 2 weeks.

9. Next Board Meeting: July 15 20, 2020: 7:00 pm
Please notify if you are unable to attend a meeting. Please send any new agenda items by 7/8.

9. Adjourn at 7:58 p.m.

Respectfully submitted,
Maria Manning, Secretary