CFL Regular Board Meeting

December 15, 2021 - 7:00 p.m.

Meeting Minutes

**Board Members**

Present: Diane Ames, Mike Anderson, Vivian Bosch, Julie Campbell, Liz Cole, Kim Hay, Kathleen Hennessy, John Hoeschele, Mark Martin, Georgette Ogle, Myron Walter

Excused: Lauren Mossotti-Kline

Absent: Bryan Riccardi, John Whittleton

**Others Present**

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

Guest: Chris Lund (CFL Friends President)

1. **Call to order:** The meeting was called to order at 7:03 p.m. by President Bosch.
2. **Interesting Library Fact:** This will be Georgette Ogle’s last CFL Board of Trustees meeting. In appreciation of Georgette Ogle’s time on the board (2010-2021) President Bosch presented a power point with Georgette’s accomplishments. Georgette served as Chair of the Building and Grounds Committee and dealt with everyday maintenance issues. She also wrote and received a 2018 NYS Construction Grant that improved ventilation in the Main Reading Room and Youth Services area, improved lighting efficiency in the Art Gallery and Periodicals Room, improved storage space, and safety improvements. She received an award for being the 2015 Outstanding Trustee. Besides serving on the board Georgette repairs books for the library. She has successfully completed The Central New York Technician Training Program sponsored by the NYS Conservation and Preservation Program through Cornell. She has sorted and prepared many books for the used books for the sales. Georgette serves unofficially as the library’s historian. She is a visionary and has been responsible for, among other things, the Art Gallery’s restoration, getting the CFL’s Friends group off the ground, and getting the CFL Book Shoppe started.
3. **Meeting Minutes**

With a noted change of a name from “Dave” to “Dale” under “Committee Reports – Nominating” by Trustee Hennessy the November 17, 2021 Meeting Minutes were approved by Unanimous Consent.

1. **Financial Statements**
A new monthly check detail report was included this month to provide the detail of expenditures for the month that is required per the Trustee Handbook. Trustees Hennessy and Campbell and Business Manager Moore feel that the current Statement of Financial Position and Profit & Loss are sufficient and the additional report is not necessary. Trustee Martin questioned that the Profit & Loss was high in September. Lorri Moore, Business Manager, noted that it had to do with the NYS Retirement. It is estimated until the check was cut in December.

President Bosch let Trustees know that according to the Trustee handbook, financial statements do need to be approved monthly.

Trustee Hennessy moved to approve the financial reports for November 2021. Seconded by Trustee Martin. Motion Carried.

1. **Director’s report**
	1. Kayla Eaton has been offered a position as Circulation Desk Assistant. Kayla applied online through Indeed. She is a library patron and has come to programs in the past. She will begin in January.
	2. At the latest Director’s meeting, Sarah Glogowski reminded everyone that the Hero Act is active through January 15, 2022. Employees will continue to sign in with the health screening questions, and extra cleaning will be done during the day.
	3. Mutual Aid will be having their free market at the library two Tuesdays a month through the winter. The first one was last night and they had about 30 people come through.
2. **Committee reports**

**a) Building and Grounds**
 Trustee Walter gave an update of a meeting held with architect Jon Carnes. The window replacement and A/C in the Main Reading Room, accessibility to the Art Gallery and Mezzanine and the parapet deterioration were discussed.

**i) Windows**: recommends assessing each window. Maintenance on them should be ongoing. Jon feels SHPO would not approve of replacement aluminum windows. His company could work with us to identify someone to do an assessment.

**ii) Adult Services A/C**: recommends getting an engineer in to look at options. A high volume/low velocity unit is needed. Jon believes there is ample room above the AS ceiling to install duct work for an AC system. Exterior units could then be installed on the roof.

**iii) Lift**: Myron will be sending Jon information from Syracuse Elevator. Jon thinks we should not touch the bathroom, or should eliminate it instead of making it smaller. Possibly using a glass or partial glass enclosure on a lift would help with people not feeling so confined. Jon questioned whether we really need to add a lift.

**iv) Parapet**: Jon stated the masonry parapets are problematic and the proper mortar for the repair is critical. Kline Inc. has completed installation of a temporary cover on the parapet wall and we will get quotes for the repair in the spring.

Myron will be following up with K & B and Jon concerning the overheating in the Youth Services room.

**b) Development/Grants/Marketing Committee**

There have been five bookplates “donated” to date. Patrons can make a donation to CFL and their loved one will be honored with a personalized bookplate, placed in a book already in the collection.

**c) DPIL**

Results have come in from the Philanthropy Day, although we have not received the list of donors or check yet. We placed third in highest # of individual donations, giving us an additional $1500 of “prize” money.

**c) Friends**

 The Friends book sale was very successful, with just over $1700 made. Because they have about $4000 in their checking account they have asked Jen for some project ideas. Two of the ideas given to them to fund included a subscription to Canva Pro, a program used for all of our marketing fliers; and an outdoor security camera for the employee entrance area.

**d) Nominating**

 Two people were approached about serving on the CFL Board. Paul Lorenzo and Amy Winters both declined due to other commitments.

 The committee will wait now until January to fill the two vacancies.

**e) Personnel**

 Gift cards from NY Bagel, Coffee Mania and Deli Central were purchased for staff. This year volunteers Georgette Ogle and Nancy Snedeker were also given gift cards.

1. **Old Business**

There was no Old Business to discuss.

**8.** **New Business**

1. Trustee Walter made a motion approving the change of signers for all (CFCU and NBT) bank accounts from Lorri & President Bosch to Jen & Trustee Hoeschele. Trustee Ames seconded. Motion carried.
2. Jen led a review and discussion of the Acceptable Patron Behavior Policy.
Discussion followed about having more of a police presence in the library, or having them do walk throughs periodically. Trustee Campbell said that is probably unrealistic given how short staffed the City Police are. President Bosch said after recent events some patrons thought there should be more of a police presence. Jen thought having more of a police presence would discourage some groups from coming in. Trustee Hay said it might be good to see an officer in the library occasionally, even if it was as a patron checking out a book. Trustee Cole asked if seeking a police presence is too big of a step, maybe a code of conduct could be posted. Trustee Hoeschele thought there could be ½ measures taken that are less invasive before a walk – thru by police. This follows along with the training staff received with intermediary steps - introducing yourself as a staff member, asking them to stop the unacceptable behavior, giving them a warning that they will be asked to leave if they do not stop, and finally asking them to leave; if they refuse to leave then the police are called.

There was also discussion concerning enforcement and chain of command when issues arise. Trustee Hennessy said it was reasonable that staff should “steer the boat” and be responsible for enforcing the Acceptable Patron Behavior Policy. The policy gives staff the discretion to make the call of what to do, including whether or not to call the police, based on what they see. Jen said police wouldn’t be called unless there was a threat,an emergency, illegal behavior, or if a patron was asked to leave and they refuse.

**9.** The next Board Meeting will be held Wednesday, January 26, 2022 \*4th Wednesday at 7:00 pm

**10.** Regular Meeting adjourned at 8:01 p.m.

Executive Session:

The Trustees and director went into Executive Session at 8:06 p.m. to review the director’s allocation of the 2022 payroll budget for staff wages. The total wages were within budget.

Executive session adjourned at 8:10 p.m.

Respectfully submitted,

Theresa Mekeel, Assistant to the Director