

CFL Regular Board Meeting
September 21, 2022 - 7:00 p.m.
Meeting Minutes

Board Members

Present: Diane Ames, Julie Campbell, Liz Cole, Kim Hay, John Hoeschele, Kathleen Hennessy, Lauren Mossotti-Kline, Eugene Waldbauer, Myron Walter and Mark Webster

Excused: Mike Anderson, Vivian Bosch, Mark Martin, Bryan Riccardi, John Whittleton

Absent:

Others Present

Staff: Jen Graney (Director), Theresa Mekeel (Assistant to the Director)

Guests: Brad Meade (Friends representative), Kacie Harder (from Port, Kashdin & McSherry) and Tammy Sickmon (Youth Services Librarian)

1. Call to order: The meeting was called to order at 6:59 p.m. by President Hoeschele.
2. Meeting Minutes
 - a) Trustee Webster moved to approve the June 2022 regular meeting minutes. Seconded by Trustee Campbell. Motion carried.
 - b) Trustee Hennessy moved to approve the August 2022 special meeting minutes which was a meeting to vote on the NYS Construction Grant application. Seconded by Trustee Mossotti-Kline. Motion carried.
3. Finance
 - Kacie Harder from Port, Kashdin & McSherry presented the results of the 2021 Review of the Draft 990 and 2021 Financial Statements. Kacie requested a new Trustee listing; Jen noted that John Hoeschele should be listed as Board Chair on page 1; and President Hoeschele requested our website also be added to that page. Highlights that Kacie pointed out from the Review included:
 - There was a \$410,000 increase in net assets.
 - There was a \$140,000 revenue decrease largely due to the impact of our PPE Forgiveness in 2020 and less grant income.
 - There was an 8.1% increase in expenses – up to \$651,000 from \$602,000. This was mainly from payroll and employee benefits, building repairs & supplies and bad debt write off.
 - The conclusion: Based on our review of the financial statements, we (Port, Kashdin & McSherry) are not aware of any material modifications that should be made to the financial statements.
 - It was noted that after allowing for comments, questions and clarifications both documents have been reviewed and endorsed by the Finance/Investment Committee.
 - Trustee Hennessy made a motion to adopt the Annual Review and the IRS 990 Form with the change that President Hoeschele mentioned; Seconded by Trustee Campbell. Motion carried.
 - Trustee Hennessy moved to accept the financial reports for June 2022, July 2022 and August 2022. Seconded by Trustee Hay. Motion carried.
4. Director's report: Director Graney shared the following highlights and updates:

- Director Graney has joined the Family Counseling Services Board of Directors.
 - Director Graney will be serving a three year term on NYLA's Leadership & Management board. The first meeting of the board is at NYLA in November.
 - Director Graney and Youth Services Librarian Tammy Sickmon will be attending NYLA in November in Saratoga Springs.
 - Director Graney has been looking at collaborations and partnerships that can be made with area agencies. Most recently she met with Richard and Linda Stock at the Cortland Community Center to learn about their offerings and explore ways we can partner. More to come.
 - Rick Sheffield (from Cortland, lives in VA) donated \$2,585 to digitize 16 reels of microfilm. This will help him in his personal research and will also make it accessible to others. Gave Advantage Archives the okay to proceed 7/7/2022.
 - NYS Construction Grant application has been submitted to FLLS for review and they will be voting on it at their meeting tonight.
5. Youth Services Librarian, Tammy Sickmon shared the following highlights from the Youth Services Summer Reading Program:
- 249 0-12 year olds signed up; 192 logged in a total of 161,605 minutes.
 - 36 teens signed up and read a total of 117,779 minutes. The top teen reader (with 24,000 minutes read) won a chrome book.
 - For kick off this year we gave out stuffed sharks and cookie coupons to the first 100 children to sign up for the Summer Reading Program and come into the library. All of the initial sharks were gone by 4 p.m. that first day so a patron donated funds to purchase another 100!
 - The Game Wall (life size game board) was a big hit again this year. Kids love coming in, rolling the dice and moving their game pieces for a chance to win books, prizes or an entry into the raffle drawing.
 - We also had the 1,000 minute challenge – any child/teen that read at least 1000 minutes were given tickets for the SUNY Cortland Red Dragon Opening Football game. We had 86 children/teens reach that goal and 55 of them attended the football game.
 - There were 83 programs offered including story times, contests, scavenger hunts, take & makes, Monday evening programs, and Arts, Parks & Books on Tuesdays.
6. Committee reports
- a) Development & Marketing
- Annual Fund Drive that is in progress now will be discussed under new business
 - Book plates will be promoted with the upcoming holiday season
 - The committee will be in contact with Friend's president Chris Lund to discuss the Readathon
- b) Personnel
- Jen's performance review will be conducted next week and supplied to the Exec and Finance Committees in time for their deliberations about compensation in 2023.
 - Jaymie Closson, Youth Service Library Assistant, has resigned. Her last day will be September 29, 2022. The job has been posted.
 - Lois Meyer's exit Q&A is also posted to the drive for Trustees' review.

c) Finance & Investment

- President Hoeschele called attention to one of the committee's report items: During a yearly review of insurance coverage with our representative from Bailey Place, Jen was asked who we currently have D&O coverage through and was told that Bailey Place would like to provide us a quote. (Subsequent to that review, Jen could not find evidence of coverage through anyone else and conveyed this to Bailey Place who then supplied a quote)The new quote, in turn, led to significant Trustee concern about the seeming lapse in D&O coverage and the need for immediate coverage if it is, indeed, lacking. //NOTE: *Subsequent to tonight's meeting, Jen contacted Bailey Place –who informed her D&O coverage has not in fact lapsed but is nested within the Utica Insurance Company's "Legal Liability Coverage." The combination of agent oversight and varied nomenclature resulted in a false alarm: D&O coverage remains in place and is a top, ongoing priority in terms of insurance coverage.*

d) LRP:

- The committee continues to work on needed policy updates (some of which will be presented to the full board shortly). Additionally, Trustee Mossotti-Kline indicated the LRP committee may make suggestions for handling the policy process differently going forward.

e) Friends

- The Friends represented the library at PorchFest and the Back to School event.
- They will be holding a mini book sale on the library lawn October 1, during Pumpkin Fest.
- They are proceeding with a 2023 calendar fundraiser. Kids will submit artwork for the calendar. Business sponsors will be sought to provide funds in exchange for advertising in the calendar.
- A Dutch Mill Bulb fundraiser is going on right now.

7. Old Business

- a) NYS Construction Grant – The Grant application was approved by the Board at a special meeting in August. Finger Lakes Library System Board now needs to vote on it. Their meeting is tonight, 9.21.22.
- b) The presentation "Libraries are for Everyone" is tentatively being rescheduled for the October board meeting.
- c) Trustee Campbell shared an article from Syracuse.com and wants the other Trustees to know that book ban efforts continue to increase: the library association has documented 681 challenges to books through the first 8 months of 2022, involving 1,651 different titles. Director Graney said that Banned Book Week is being celebrated this week. The library does have a Request for Reconsideration form that patrons can fill out.

8. New Business

- a) The 2023 Budget process / Timeline was presented. The Executive, Finance and Personnel Committees will be receiving an update from FLLS on peer-libraries' approach to budgeting, tax levy, and compensation on September 29 via Zoom. This will be recorded and shared for whole-board reference.

- b) Annual Fund Drive update: \$1410 has been raised online so far with another \$400 given by check or cash in person at the library. This drive will end October 7. President Hoeschele encouraged Trustees to participate if they have not already.
- 9. The next Regular Board Meeting will be on October 19, 2022. Trustees should notify President Hoeschele if they are unable to attend. Send any proposed agenda items by 10/7.
- 10. The regular meeting adjourned at 7:54 p.m. on a motion by Trustee Walter. Seconded by Trustee Hennessy. Motion carried.

Respectfully submitted,
Theresa Mekeel
Assistant to the Director