

CORTLAND LIBRARY BOARD

Meeting Minutes

January 15, 2020

Present: Rich Bliss, Barb Coward, Ashley Hartness, Marie Kornishuk, Judy Olsen, Sarah Padgett, Sharon Urban

Absent: Mary Benson

Meeting called to order at 6:50pm by President Marie Kornishuk.

Approval of agenda for January 15<sup>th</sup> meeting. Motion: Sharon Urban 2<sup>nd</sup>: Ashley Hartness

Sarah Padgett was sworn in as new library board trustee.

Minutes from the October 16<sup>th</sup> reviewed and approved. Nov. and Dec. meetings cancelled due to lack of quorum.

Motion: Rich Bliss 2<sup>nd</sup>: Ashley Hartness

TREASURER'S REPORT

- Reports for July, August, and September reviewed and approved by voice vote.  
Motion: Ashley Hartness 2<sup>nd</sup>: Sharon Urban
- Barb Coward transferred \$10,000 to a three month CD . It was suggested that an emergency fund of \$20,000, which is currently in a 60 month CD at Resource Bank, be invested in Ally online banking.

LIBRARIAN'S REPORT

- Barb Coward distributed her report to be read at the board's leisure.
- Barb read an email containing the concerns of a citizen as well as an acceptable response to these concerns.

UNFINISHED BUSINESS

- No hearing of citizens.
- IGA with DeKalb Library and School District #428-tabled.
- Audit report for FY2019 was distributed for review.
- Board meeting dates for 2020 were distributed. Dates for make-up meetings were discussed. Three are needed to be scheduled by April 30. The following dates were tentatively selected: Jan. 29, Feb.26, and March 11.
- The Giving Tree was successful bringing in many generous gifts.
- Per Capita Requirements-Two staff members have begun a strategic plan after viewing a webinar on the subject.
- Discussion held as to the future butterfly garden. Further discussion will be held at the next meeting to firm up plans.

NEW BUSINESS

- Pay increases-raises were given in compliance with the new law.
- Future staffing needs-tabled.
- Sexual Harassment policy-Barb Coward distributed a policy for review. Motion to approve the policy.  
Motion: Sarah Padgett 2<sup>nd</sup>: Sharon Urban

ADJOURNMENT-Motion to adjourn at 7:45pm. Motion: Marie Kornishuk 2<sup>nd</sup>: Judy Olsen

Respectfully submitted,

Judy Olsen

