

CFL Regular Board Meeting  
February 16, 2022 - 7:00 p.m.  
Meeting Minutes

**Board Members**

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

Excused: Lauren Mossotti-Kline, Bryan Riccardi

Absent: Mike Anderson

**Others Present**

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

Guest: Chris Lund (President of Friends)

1. **Call to order:** The meeting was called to order at 7:04 p.m. by President Hoeschele.
2. President Hoeschele Remarks:
  - a) Governor Hochul has extended the Open Meeting Law adjustment, tended through March 16, 2022, thereby allowing us to continue meeting via Zoom until that time.
  - b) President Hoeschele welcomed Chris Lund, President of the Friends group, and thanked him for the \$2000 that the Friends donated for a library security camera. To better understand and support CFL's needs, Chris or another Friend will be attending our Board meetings regularly. Chris is trying to get CFL's name out at NYLA.
3. Minutes: Trustee Campbell moved to accept the January 2022 regular minutes. Seconded by Trustee Ames. Motion carried.
4. Financial Statements
  - a) Trustee Whittleton moved to accept the financial reports for January 2022. Seconded by Trustee Hay. Motion Carried.
  - b) Bookkeeper Lorri Moore will meet with the Finance committee next week to review corrections to the December 2021 financials.
  - c) Trustee Whittleton stated that beginning next month, the Trustee section of the P&L report will be broken down into separate entities (e.g., Books & Materials, Furniture & Fixtures, etc.)
5. Director's report: Director Graney shared the following highlights and updates
  - a) Collaboration with CACTC and Healing Cortland for an April exhibit and community read.
  - b) All county libraries are participating in Library Crawl Week (2/21 – 2/26). People who visit each library and get a card punched will be entered into a drawing for a basket. There will be an adult, a teen and a children's basket.
  - c) SUNY Cortland Memorial Library and the Cortland Historical Society will be using CFL's meeting room for their "Documenting the People's Record" project.
6. Committee reports
  - a) Building, Grounds & Tech:

- Concern: Prices might come in higher than expected due to supply and demand. (Demand is high with WL Kline Inc (WLK) and other contractors are already being booked out 24 months and having difficulty finding workers.) On the positive side, our Lift and Window projects would be considered smaller projects that might be considered filler work.
  - Wheelchair Lift: The total estimated project cost is \$71,700. This includes the lift, all related construction, architect fees and a 12% contingency.
  - Window Repair (Main Reading Room): Recommended approach is to repair the lower existing sash, doing two windows at a time, and prioritizing by condition (worst first).
  - Myron will work on having an estimate for AS A/C (ductwork above the ceiling with unit on roof) for the March meeting.
  - Estimates on the window repair and AS A/C are needed before the Board can vote on whether to authorize applying for a new NYS construction grant.
- b) Development & Marketing
- The new website has been implemented. Director Graney is working with FLLS to improve response time on the newly implemented CFL website.
  - Trustee Cole has developed an Annual Appeals Calendar. While the bookplates are available throughout the year, special promotions will be run around the holidays, baby showers etc.
- c) DPIL – Trustee Bosch received an application for a Zonta grant. The focus is on how DPIL benefits girls and women.
- d) Friends
- Chris attended a webinar on clearing book sale overflow. Chris will look into selling leftover books to Thriftbooks, thereby generating additional revenue for the Friends.
  - A new Friends member has suggested ways to bring in new members, including SUNY Cortland students.

## 7. Old Business

- a) All trustee conflict of interest forms have been turned in.
- b) Annual Report to the State
- The Financial section has been completed by bookkeeper Lorri Moore and is being reviewed by the finance committee and Trustee Bosch.
  - Director Graney informed the board that NYS has made many changes in how to report program numbers.
  - The report is due to FLLS on 2/28 so a special Board meeting next week will be necessary to approve the report.
- c) NYS Construction Grant and related accessibility complaint
- President Hoeschele summarized the history of the accessibility complaint and the status of available funding (2018 NYS Construction Grant, 2019 CCAP grant, and pending estate funds). Due to Covid, the Department of Justice has allowed the mediation process to go on longer than normal. To show our commitment to improving accessibility and our good faith in the mediation process, President Hoeschele and Trustee Ames will document the possible accessibility solutions we have investigated to date (i.e., two chairlifts, LULA lift, platform lift and elevator expansion) as well as the accessibility improvements that the library has

made over the last 30 years, and plans for funding (CCAP funds, 2022 NYS Construction grant application).

- While only one person has filed a complaint, making accessibility improvements would benefit others as well.
- It was noted that the solutions discussed would provide access to the Art Gallery and center and north mezzanines, but not to the south mezzanine.
- Director Graney favors the elevator expansion. Trustee Walter said that it would be the best solution for aesthetics, but it would also be the most expensive. He also questioned whether SHPO would approve it if the shaft was higher than the parapet.
- Trustee Bosch moved to return the balance (\$7829) of the 2018 NYS Construction grant funds to NYS because we would not be able to complete an accessibility project by the June 2022 deadline. Trustee Hennessy seconded. Motion carried.
  - Due to Covid, NYS has already extended the deadline twice. Director Graney was confident that a request for an extension would be denied.

## 8. New Business

### a) Mask Mandate

- NYS lifted its mask mandate as of February 10, 2022. Director Graney shared that having to continuously ask people to wear their mask puts a burden on staff and is very time-consuming. Each trustee was given an opportunity to voice their opinion. Discussion points included:
    - a review of what other libraries in the FLLS system are doing,
    - what other businesses, institutions, and communities are doing,
    - the expected easing of CDC guidelines next week,
    - NYS's pending school decision in March,
    - protecting the vulnerable population vs. letting people take responsibility for themselves,
    - creating new signage posted in new locations to make the policy more visible,
    - staff (vaccinated vs. unvaccinated; providing N95 masks to staff),
    - using staff discretion based on the situation/location of the patron.
  - Trustee Hennessy moved to leave the current mask policy in place, and to continue to review the policy, knowing it may change. Trustee Hay seconded. The motion carried with Trustee Whittleton abstaining.
  - Director Graney has received N95 masks from the county. Another batch of N95 masks to be used for patrons is expected tomorrow.
- b) Incidents: After discussing two recent incidents in the library (police with an arrest warrant and a patron's unacceptable behavior), and the library's current policies and training, President Hoeschele asked Director Graney to put together a procedure for staff on how to deal with law enforcement requests, and for the LRP committee to create a Patron Privacy policy.
- c) At its next meeting, the Finance committee will discuss standardizing the terminology on the MS (Endowment Dashboard) report.
- d) Standard elevator maintenance is due in March (6-month inspection, pressure test, battery check). The inspection is part of our yearly contract. Trustee Walter will touch base with the elevator company to confirm the inspection will be done.

- e) Corn Duck Derby tickets – President Hoeschele urged trustees to buy a ticket from Trustee Bosch (to support DPIL) or Chris Lund (to support Friends) or anyone else selling a ticket (to support local youth programs in general).
- 9. Next Board Meeting: March 16, 2022: 7:00 pm. Please notify if you are unable to attend a meeting. Please send any new agenda items by 3/9.
- 10. Executive Session: Trustee Hennessy moved to go into Executive Session to discuss trustee conflicts of interest. Trustee Bosch seconded. Motion carried. President Hoeschele called Executive Session to order at 8:56 with the trustees and director present.
  - a) Trustee Diane Ames: Diane’s daughter, Johanna Ames, owns Ames Linen, a local company with which the library does business. Trustee Whittleton moved to acknowledge that the conflict of interest had been disclosed and was considered de minimis (too minor to consider). Motion carried.
  - b) Trustee Lauren Mossotti-Kline: Lauren’s husband works for WL Kline, Inc. a contractor hired by the library. Trustee Cole moved to acknowledge that the conflict of interest had been disclosed and was considered de minimis (too minor to consider). Trustee Hay seconded. Motion carried.

President Hoeschele called an end to Executive session at 9:00 p.m.

- 11. The regular meeting adjourned at 9:00 p.m.

Respectfully submitted,  
Vivian Bosch  
Secretary, Board of Trustees