

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

Board Members

Present: Diane Ames, Vivian Bosch, Julie Campbell, Kim Hay, John Hoeschele, Mark Martin, Lauren Mossotti-Kline, Bryan Riccardi, Myron Walter, Mike Anderson

Excused: John Whittleton, Liz Cole, Kathleen Hennessy

Absent: none

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 7:02 p.m. by President Hoeschele.
2. Initial Remarks
 - a) Trustee Bosch praised the recent changes to the Periodicals room which give it an uncluttered, spacious, and welcoming appearance and highlights the new paint colors, carpet, and lighting.
 - b) The CFL Book Shoppe is having a BOGO (buy one, get one of equal or less value) sale on cookbooks and diet books.
3. Minutes:
 - a) Trustee Ames moved to accept the February 2022 regular minutes. Seconded by Trustee Campbell. Motion carried.
 - b) Trustee Walter moved to accept the February 25, 2022 special board meeting minutes. Seconded by Trustee Martin. Motion carried.
 - c) Trustee Walter moved to accept the March 1, 2022 special board meeting minutes. Seconded by Trustee Bosch. Motion carried.
4. Financial Statements
 - a) The financial reports have been changed to better match the language used in the Annual Report to the State and to reflect minor re-classifications which make the reports clearer. The Endowment funds are now broken down into more specific categories.
 - b) Trustee Martin moved to accept the financial reports for February 2022 and the revised financial reports for January 2022 and December 2021. Seconded by Trustee Anderson. Motion carried.
5. Director's report: Director Graney shared the following highlights and updates:
 - a) The relaxation of the Open Meeting Law has been extended through April 15, 2022.
 - b) The library has been receiving obscene phone calls. The number is blocked so we can't report it. Director Graney is working with Nextiva, our VOIP phone provider, to enable

“anonymous call rejection.” In the meantime, staff has been told they can ignore anonymous calls or hang up. CFL is the only library in the Finger Lakes Library System known to be receiving these calls.

- c) A procedure for staff to use when responding to requests from law enforcement has been created.
 - d) The Annual Report to the State was submitted to the State on 3/2/2022.
 - e) Director Graney filed the required amendment of scope for the 2018 NYS Construction grant to indicate that we did not complete the chairlifts. NYS informed her that because we exceeded the full amount of the grant on other parts of the project, CFL does not need to return the portion of the funds originally allotted for the chairlifts, and once Director Graney files the final report, we will receive our final 10% of the grant funding (\$19,171). The CFL Board of Trustees appreciates NYS not requiring the return of the chairlift funding.
 - f) Thanks to collaboration with the Family Counseling center, mental health and substance abuse help will be available through COTI (Centers of Treatment Innovation) outside of the library or perhaps circulating inside. Additional talks/planning will be held on Monday.
 - g) Staff Development Day was held on 2/21 and consisted of a review of The Librarian’s Guide to Homelessness training, a presentation on substance abuse, and a Narcan refresher.
 - h) The Library Crawl event brought over 60 people into CFL. Of those, 31 adults and 13 Youth completed the “Crawl” by visiting every library in the county.
 - i) Response time on the new website improved significantly after a server upgrade.
 - j) The next Community Read on Undoing Drugs will be held at 7 pm on April 11 via Zoom, in person at 10 am on April 23rd, and an author talk via zoom on April 27th.
6. Committee reports – No highlights given. Refer to the separate report on the shared Google drive for information.
7. Old Business
- a) Accessibility
 - President Hoeschele indicated he is being proactive in our communication with the mediator. He sent a preliminary update via email indicating that we are making progress and that a written report will follow. The report will include future plans for art gallery and mezzanine access as well as the library’s proven track record in improving accessibility. The mediator indicated he would forward the update to the DOJ.
 - Trustee Ames submitted to President Hoeschele her report (with input on last few years from Trustee Bosch) of accessibility improvements since the 1970’s. President Hoeschele will codify the information into a document detailing CFL’s track record for the mediator.
 - b) The Margaret Fiske Estate – Trustee Campbell reported that the final accounting has been filed and a Surrogate from Broome County has been assigned. Because money was

left to charities, the Attorney General is required to be involved before checks can be cut. The process is moving in the right direction.

c) 2022 NYS Construction grant

- Cost Estimates
 - Platform lift to the art gallery and 1 mezzanine: \$71,700
 - Rooftop HVAC system for Adult Services: \$150,000 - \$180,000 plus additional cost of either a catwalk (if ductwork is installed between the roof and the main AS ceiling) or insulation (if ductwork is installed on the roof). Final estimate TBD.
 - Trustee Walter recommends getting input from an HVAC engineer at an estimated cost of a couple thousand dollars.
 - Trustee Martin raised the possibility of using geothermal energy. TBD later in the project.
 - President Hoeschele and Trustee Walters plan to reach out to NYSEERDA as a possible resource for information, engineering support, or financial incentives.
 - Window repairs: No contractors have provided an estimate. President Hoeschele and Trustee Walter suggest using an estimated budget of \$2000 - \$3000 per window for planning purposes.

• Current potential funding for CFL’s required 25% matching funds for 2022 NYS Construction Grant

Amount	Source	Use	Status
\$35,000	2019 CCAP grant	Accessibility improvements	available
\$25,000	Margaret Fiske estate	A/C	pending
\$ 5,000	Bright Ideas grant	Engineering/architect fees for accessibility improvements	submitted; result pending
\$19,171	Final 10% of 2018 NYS Constr. Grant	--	pending
\$5,000	Bullet Aid (from Assemblymember Anna Kelles)	Accessibility and A/C	available

- President Hoeschele would like to be able to report to the accessibility mediator that we are applying for another NYS grant.
- Trustee Campbell moved to authorize moving forward with a 2022NYS Construction grant application. Trustee Anderson seconded. Motion carried.
 - Director Graney will take primary responsibility for writing the grant application with input and support from the Board as needed.
 - A Board vote on the completed application will be required before submission.

8. New Business

- a) Rise of Censorship: President Hoeschele recommended trustees look at the “United for Libraries” reference material which was provided by Friends President Chris Lund and included as an addendum on the agenda. Lund noted that more information on the emerging censorship issue will be coming from NYLA.

- b) Director Graney provided a review of the one year trial of staff making collection calls instead of using a collection agency. The Director theorized that as word spreads about the elimination of late fines, more people are returning materials. Trustee Bosch noted that CFL has always received payments and returned materials at the library in addition to what UMS collected, but those numbers stopped being included in the Stats spreadsheet in 2018. Currently, less than one hour per week is spent calling patrons as notices for new debt are issued from Polaris. The Director does not feel it is worth staff time to make calls for debt older than 120 days, nor does she want the library to become its own collection agency. She confirmed that the UMS contract was cancelled last March. President Hoeschele said we would “stay the course” based on the one-year trial.
 - c) Corn Ducky Derby tickets are still available from Trustee Bosch, CFL AS Circulation Desk and the Friends.
 - d) President Hoeschele reminded everyone that modest efforts by Board members can help the organization. One example is asking for Birthday donations to benefit the library via Facebook).
 - e) Trustee Mossotti-Kline (LRP Chair) and Director Graney presented the LRP committee’s suggested revisions to the CFL Training policy. Trustee Ames moved to accept the revised policy. Trustee Hay seconded. Motion carried.
- 9.** Next Board Meeting: April 20, 2022: 7:00 pm. Meeting format (in-person, Zoom or hybrid) is TBD depending on status of the Open Meeting Law at that time. Please notify if you are unable to attend a meeting. Please send any new agenda items by 4/8.
- 10.** President Hoeschele moved to adjourn at 8:05. Trustee Hay seconded.
- 11.** Trustee Campbell moved to go into Executive Session for an update from the Nominating Committee on the two open seats. President Hoeschele called Executive Session to order at 8:06 with the trustees and director present. No votes were taken. President Hoeschele called an end to Executive session at 8:11 p.m.
- 12.** The regular meeting adjourned at 8:11 p.m.

Respectfully submitted,
Vivian Bosch
Secretary, Board of Trustees

