

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

Board Members

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

Via Zoom: Kathleen Hennessy (location: 208 Geya Ln., Loudon TN 37774)

Excused: Liz Cole, Bryan Riccardi, Eugene Waldbauer

Absent:

Others Present

Staff: Jen Graney (Director), Theresa Mekeel (Assistant to the Director), Lorri Moore (Bookkeeper, via Zoom)

Guests: Brad Meade (Friends representative)

1. Call to order: The meeting was called to order at 7:04 p.m. by President Hoeschele.
2. Executive Session: On a motion by Trustee Mossotti-Kline, and seconded by Trustee Campbell, the board voted to enter Executive Session at 7:05 p.m. Staff and guests were excused.
 - a) President Hoeschele moved to appoint Glenn Reisweber to a five-year trustee term, effective January 1, 2023. Mr. Reisweber would be filling Trustee Whittleton's seat. Seconded by Trustee Webster. Motion carried.
 - b) Trustee Ames, chair of the Nominating Committee, presented the 2023 Slate of Officers.
 - c) Trustee Ames reviewed the list of potential trustee candidates with the Board providing some input on two new potential candidates. There were no concerns expressed. Trustee Ames and the members of the Nominating Committee will begin calling candidates about filling the remainder of Trustee Bosch's term (runs through December 2026).
 - d) Director's Performance Review and 2023 Salary Increase
 - Some members of the Board shared their thoughts on Director Graney's performance this year.
 - Focusing on one of several 2023 salary increase scenarios presented by Director Graney to the Executive, Personnel and Finance committees and subsequently endorsed by a majority of those committees, Trustee Anderson moved to increase the Director's salary by 8.5% (raising her salary from \$58,344 to \$63,500), effective January 1, 2023. Trustee Hennessy seconded. Motion carried with Trustees Bosch and Whittleton opposed.
 - e) Holiday Gifts
 - Trustee Hay moved to approve using Trustee funds to purchase gift cards to local businesses for staff. Full-time staff will get gift cards totaling \$50; part-time staff, \$25. Trustee Ames seconded. Motion carried.
 - Trustee Mossotti-Kline moved to allocate up to \$75 from Trustee funds for the Director to spend on gift cards from staff to regular library volunteers. Seconded by Trustee Anderson. Motion carried. The actual amount spent will depend on the number of volunteers.
 - f) Executive Session ended at 7:24 p.m. on a motion made by Trustee Mossotti-Kline and seconded by Trustee Webster.
3. Regular session resumed at 7:25 p.m. with staff and guest rejoining the meeting.

- a) Trustee Walter moved to approve the September 2022 meeting minutes with no additions or corrections. Seconded by Trustee Whittleton. Motion carried.
 - b) There were no official meeting minutes from October due to a lack of quorum. There were no questions or comments on the October meeting notes.
 - c) President Hoeschele emphasized the importance of trustees providing advance notice for excused absences so that the board can do its due diligence.
- 4. Finance**
- a) Trustee Mossotti-Kline moved to accept the financial reports for September 2022. Trustee Webster seconded. Motion carried.
 - b) Trustee Hay moved to accept the financial reports for October 2022. Seconded by Trustee Martin. Motion carried.
- 5. Old Business - There was no old business.**
- 6. Director's report: Director Graney shared the following highlights and updates:**
- a) Staff were locked out of the library on Saturday, November 12 due to a key fob reader failure. The Fire Department had another fob, not a master key, so entry was made by Director Graney through a Mezzanine window and doors were then opened from the inside. The library opened 1 hour late. Eastern Security fixed the fob reader. Director Graney will do a key audit.
 - b) Trustee Mossotti-Kline asked Director Graney to share some highlights from the NYLA conference. Director Graney attended many sessions and can share some highlights with the Board via email.
 - c) Trustee Ames inquired about how much of the \$10,000 ALA Humanities Grant was spent on community reads vs digitization. *Post-meeting*, Jen indicated that "approximately \$3,730 was spent on Community Reads (giveaway books, staff time for book discussions and events, printing flyers) and the remainder (approx.. \$6,270) was spent on digitizing newspapers. These amounts were included in the initial application last December as what we were applying for, was executed, and was reported on in the final report."]
- 7. Committee reports**
- a) Finance & Investment – Trustee Martin pointed out that once the tax levy is passed, the library stays at that new level the following year – basically achieving a re-set of the tax levy starting point.
 - b) Friends
 - Made \$164 (half of the total sales) through the Bulb sale.
 - Did not sell all the ads they had hoped for on their calendar, so the number of calendars printed will be reduced from 100 to 50.
 - The winter book sale will be Friday, December 2 – Saturday, December 3. Hardcover will be \$1; everything else will be 25¢ or 50¢. Help with lugging books out of the basement at 6 p.m. on December 1 would be appreciated.

8. New Business

- a) President Hoeschele reminded trustees they have one more month to complete the required sexual harassment training (to be completed by year end). The link to the online video is: <https://www.flls.org/hr/>
- b) 2023 Budget:
- Over the last few weeks, the Executive, Finance and Personnel committees held several Zoom meetings and discussions, reviewed various documentation, and were presented with several budget/compensation scenarios related to the 2023 budget. A budget proposed and compensation scenario referred to as “Alt Payroll Compromise 2” – clarified with tax levy and funding analysis provided by Trustee Hennessey -- were approved by a majority of these committees’ members via email (7 for, 3 opposed). President Hoeschele called for a formal, in-person vote of these same committee members for the record, following a review of the tax levy options by Trustee Hennessey:
 - stay at 2% tax cap: \$420,461
 - total 8% tax levy : \$433,200
 - total 10% tax levy: \$437,466
- Trustee Hennessey explained that currently, a property assessed at \$150,000 pays \$64 in library tax. With an 8% tax levy the library tax for that same property would increase \$5. She emphasized that we want to ask for enough, so we don’t have to go over the tax levy each year.
- The members of the Executive, Personnel and Finance committees thereafter affirmed their earlier recommendation on the proposed 2023 budget and “Alt Payroll Compromise 2,” with 8 in favor and 2 opposed.
- The Board discussed the draft of President Hoeschele’s proposed resolution for exceeding the 2% tax cap. President Hoeschele will incorporate the feedback and present a revised version to the board.
 - Trustee Hennessey moved to exceed the tax cap by 6% (for a total 8% increase). Trustee Mossotti-Kline seconded. The motion carried with 11 in favor and Trustee Whittleton opposed. This exceeds the required 60% majority vote required to exceed the tax cap.
 - Trustee Mossotti-Kline moved to approve the budget as presented. Seconded by Trustee Walter. Motion carried with Trustees Bosch and Whittleton opposed.
- c) 2023 Slate of Officers: Trustee Campbell moved to accept the slate of officers as presented. Trustee Whittleton seconded. Motion carried.
- President - Lauren Mossotti Kline
 - Vice-president - John Hoeschele
 - Secretary – Mike Anderson
 - Treasurer - Mark Webster
- d) Trustee Campbell moved to accept the resignation of Trustee Bosch, effective December 31, 2023, with reluctance. Trustee Bosch’s term runs through 2026. Trustee Hennessey seconded. Motion carried.
- e) President Hoeschele thanked Trustees Bosch and Whittleton, who will not be renewing his term, for their years of service to the board and the community.
- f) Trustee Walter informed the Board that the library never received an invoice for the window repair done this summer, and that Bill Kline has indicated that the repair can be considered a donation. Bookkeeper Moore requested something in writing for her file. Director Graney will write a formal thank you.
- g) Policy Updates

- Trustee Mossotti-Kline presented the proposed update to the Training policy to reflect the new two hour minimum/year training requirement for trustees. This is in addition to the required sexual harassment training. Trustee Campbell moved to approve the revised policy. Trustee Mossotti-Kline seconded. Motion carried.
 - Trustee Mossotti-Kline presented the proposed update to the Sexual Harassment policy to include the new NYS hotline phone number. Trustee Walter moved to approve the revision. Trustee Hay seconded. Motion carried.
- h) The Cortland Breakfast Rotary Club requires board approval of applications. The Executive committee voted via email on approx. October 6 to allow Trustee Bosch to submit an application for DPIL funding. Trustee Campbell moved to ratify the action of the Executive committee. Trustee Webster seconded. Motion carried.
- i) New Hires
- i. Trustee Hennessy moved to retroactively appoint Kurt Phillips, Kristen Case and Tim Haskell to the positions of Youth Services Library Assistant, Circulation Desk Assistant, and Circulation Desk Assistant, respectively, as recommended by Director Graney. Trustee Hay seconded. Motion carried. Mr. Phillips started on October 19, Ms. Case on May 17, and Mr. Haskell on June 27. .
 - i. Effective January 2022, NYSED added a new minimum standard for an annual written report to the community. Trustee Mossotti-Kline moved to approve CFL's report (based on the 2021 Annual Report to the State) presented by Director Graney. Trustee Hay seconded. Motion carried. President Hoeschele would like to see the report include infographics next year.
 - j. Trustee Ames moved to allow Vivian Bosch to continue chairing the DPIL program on behalf of the library as a community volunteer. Trustee Hay seconded. Motion carried. Cortland Free Library is an affiliate of the Dollywood Foundation's Dolly Parton's Imagination Library.
 - k. Director Graney purchased a \$2900 large-format, floor-standing guillotine/paper cutter which volunteers and staff will use for book repair, archival needs, and paper cutting needs. It was funded by multiple unrestricted donations, each under \$500. The Board discussed the need – as stated in the Trustee handbook – for all expenditures that are neither recurring (which are already included in the approved budget) nor petty cash to be approved by the Board prior to purchase. While the Board has used \$500 as a limit in the past, there is no formal policy stating that. The Finance Committee will draft a new policy setting a dollar limit that can be spent without formal Board approval.
 - l. President Hoeschele informed the Board of a proposed Friends & CFL Trustees reception to be held at 6:00 p.m. prior to December board meeting. The Board was in favor of resuming the reception after a two-year absence.
 - m. Friends President Chris Lund will give a presentation to the Board on Book Censorship at the February 2023 meeting.
- 9.** The next Regular Board Meeting will be on December 21, 2022 at 7 p.m.. Trustees should notify President Hoeschele if they are unable to attend. Send any proposed agenda items by 12/7.
- 10.** The regular meeting adjourned at 8:26 p.m. on a motion by Trustee Mossotti-Kline. Seconded by Trustee Anderson. Motion carried.

Respectfully submitted,

Vivian Bosch
Secretary, Board of Trustees