

CFL Regular Board Meeting Minutes

Dec 21, 2022 - 7:00 p.m.

Board Members

Present: Mike Anderson, Vivian Bosch, Julie Campbell, Liz Cole, Kim Hay, Kathleen Hennessy, John Hoeschele, Mark Martin, Lauren Mossotti-Kline, Myron Walter, Eugene Waldbauer, John Whittleton

Via Zoom: Diane Ames, located at 75 Broad Ave. S, Naples, FL 34102; Mark Webster

Excused: Bryan Riccardi

Others Present

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

Directly following the Annual meeting, President Hoeschele called the regular meeting to order at 7:10 p.m.

1. Trustee Hay moved to approve the November 2022 meeting minutes with no additions or corrections. Seconded by Trustee Anderson. Motion carried.
2. Trustee Whittleton moved to receive the financial reports for November 2022. Seconded by Trustee Hennessy. Motion carried.
3. Old Business – There was no old business.
4. Director's report
 - a) Director Graney informed the Board of an incident that afternoon where an individual started a small fire in the Art Gallery. Thanks to the quick response by staff and the fire department, no one was hurt, and the damage was minimal. The library was closed from approximately 2:30 – 4:00 p.m. The police were able to identify the individual (a juvenile) from the security camera footage and were going to pick them up. There was not enough smoke from the fire to set off the smoke alarm, but the Board was reassured that the library had recently passed its fire inspection and the smoke alarms are working.
 - b) Following the Personnel Committee's recommendation, Trustee Campbell moved to approve two delayed library openings in January and February 2023 during which Director Graney will provide staff training that cannot be completed during the normal monthly staff meetings. The trainings will cover active threat response, de-escalation, and accessibility. Trustee Mossotti-Kline seconded. Motion carried.
 - c) Director Graney briefly responded to trustees' questions on recent patron complaints, incidents, free gun locks (provided by Cortland County Health Department's "Speak Up" initiative and available in the library's front foyer), and the accessibility audit. The full audit report is available to trustees upon request.
5. Committee reports – The full report is available on the trustee's shared drive.
 - a) Trustee Whittleton noted that with the current rebound, our Morgan Stanley portfolio is only down 10% (as compared to the earlier 18 – 19%).
 - b) The Friends' December book sale made \$445.98.

6. New business

- a. President Hoeschele provided a final reminder that all trustees must complete the NYS-required annual Sexual harassment training by year end. The link to the online training video is: <https://www.flls.org/hr/>
- b. Vote: To reflect the 2023 change in board president and board treasurer, Trustee Cole moved to approve the change of signers for all bank accounts (NBT and CFCU) from John Hoeschele to Lauren Mossotti-Kline and from Mark Martin to Mark Webster. Trustee Whittleton seconded. Motion carried.
- c. Vote: Trustee Whittleton moved to approve a resolution appointing Trustee Mark Webster as the primary Board liaison/designee in actions related to the library's endowment/investment account managed by Morgan Stanley, with Trustees Lauren Mossotti-Kline and Kathleen Hennessy on file as back-ups. This replaces any prior MS resolutions. Trustee Campbell seconded. Motion carried.
- d. President Hoeschele thanked retiring Trustees Bosch (2014 – 2022) and Whittleton (2012 – 2022) for their years of service to the library. Trustee Ames read a lovely tribute (attached) for each which included a brief history, accomplishments and some lighter moments. President Hoeschele then presented both trustees with a gift to show the board's appreciation.
- e. Trustee Mossotti-Kline expressed the Board's thanks to President Hoeschele for his guidance this year and presented him with a bookplate dedication in Master and Commander by Patrick O'Brien – one of John's favorite authors.

9. The next Regular Board Meeting will be on January 18, 2023 at 7 p.m.. Trustees should notify President Mossotti-Kline if they are unable to attend. Send any proposed agenda items by 1/10.

10. The regular meeting adjourned at 7:41 p.m. on a motion by President Hoeschele.

Respectfully submitted,
Vivian Bosch
Secretary, Board of Trustees

Tribute for Retiring Trustee John Whittleton – Written and Read by Diane Ames

It has been my pleasure to work with both Vivian Bosch and John Whittleton during their tenures as Trustees of the Cortland Free Library.

I am sad that they both are retiring and note that their absences will leave voids which those remaining will be called on to fill. I am honored to speak about these two outstanding community servants.

John Whittleton joined the library board in 2012. A graduate of Cornell University, John brought to the library his years of volunteer board experience at the YWCA, Cornell University College of Agriculture and Life Sciences, Cornell Planned Giving and the Cortland Community Foundation, in addition to his career experience as an investment adviser.

John has been a long-standing member of the finance committee and ably held the position of chairman of the endowment committee. Thru his monthly reports, John has given wise advice regarding the library's investments portfolio and kept us apprised of rolling averages and portfolio growth with his straight-forward, clear explanations.

As Kathleen Hennessy shared, "He has spent many hours tracking the balances in our donor restricted and board restricted funds and set up a system to make sure the fund doesn't become unbalanced. He researched and helped set up the "loan to ourselves" from the endowment that has saved us significant interest paid to an outside lender while providing principal repayment and interest payments to the endowment fund."

During the time the library was without a Director John worked closely with Lorri Moore, bookkeeper, and also during Lorri's tenure as the library's business manager. He contributed sage advice about employee health insurance and was always up to date on needed facts for all financial decisions.

The board could always count on John to be informed about ALL library decisions and to make common-sense observations.

On a lighter note, John is a gifted photographer and in 2017 shared this Christmas Eve photo of the library with many of us.

John, thank you for your service! Our library and community have benefitted from your work on our behalf!

Tribute for Retiring Trustee Vivian Bosch – Written and Read by Diane Ames

It was a GREAT day for the library in 2014 when Georgette Ogle proposed Vivian Bosch's name for a position on the library board!

It soon became apparent to all that Vivian is one of the most well-organized people you will ever have the pleasure of meeting.

Her computer skills and ability to research and fact-check ANY subject has constantly amazed me! Vivian's degree in English soon became evident in her ability to proof-read and write numerous policies.

In 2015, with board approval, Vivian launched one of....if not THE, most successful outreach programs that the library has ever had.

With NO financial support from the library's budget, Vivian has led the charge to publicize, fund-raise and administer the Dolly Parton Imagination Library! Just this year, 2022, 546 Cortland children ages from birth to 5 years, have received a book each month mailed to their home. Sole-handedly Vivian has written each and every donor request and thank-you note as well as writing a successful grant for \$5,000 from the McDonald Foundation in 2017. She successfully publicized the Cortland Community Foundation Philanthropy Challenge to get funds for the Imagination Library.

In 2016, Vivian's research into health insurance helped lead the library to a solid decision.

Vivian became the board president in 2017, a position which other board members are often reluctant to accept. Always keeping the trustees informed about facts and concerns, Vivian led the board thru the next tumultuous years: the complaint about building accessibility, the unpleasant situations when two Directors proved to be ill-fitted for leading our library, a ransom-ware attack, the elevator-company debacle and finally the beginnings of covid in March 2020. During early covid, Vivian assumed much oversight that is normally the Director's responsibility.

When it was necessary to appear before the Unemployment Board in Syracuse to settle a complaint by one of the terminated Directors, Vivian was the Library's spokesperson. The lawyer who had been hired by the library noted that Vivian, single-handedly, had researched and presented the valid case and likely the lawyer's presence was not needed!

It was under Vivian's leadership that the 2018 NY State Construction grant saw completion of the renovated Art Gallery as well as a Youth Services grant.

On a lighter or heavier note, you may have seen Vivian out mowing the library lawn, which she did during one summer when the library did not have someone hired to do it.

Vivian retired as library board president in December of 2021, but then accepted the 2nd most declined board position, that of Secretary! (which she has done in her inimitable style)

She has not been idle since leaving the post as president, continuing to run the Dolly Parton Imagination Library, collaborating to write the library's history of accessibility progress since 1970 and volunteering several hours each week to run the library's on-going book sale.

Vivian, on behalf of the Board of Trustees, our staff and community, THANK YOU!!

Diane Ames

December 20, 2022