**CFL Regular Board Meeting**

April 19, 2023-6:30 pm

Meeting Minutes

**Board Members**

John Hoeschele, Mike Anderson, Lauren Mossotti-Kline, Liz Cole, Julie Campbell, Eugene Waldbauer, Mark Webster, Diane Ames, Myron Walter, Kathleen Hennessy, Kim Hay

attending via Zoom Glenn Reisweber, 3128C Radiere Loop, West Point, NY 10996

Excused: Mark Martin, Bryan Riccardi

**Others Present**

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

Friends representative: Jan Dempsey

**Regular Meeting:**

1. The meeting was called to order at 6:33 by President Mossotti-Kline
2. Welcome Friends Guest Jan Dempsey
3. Welcome New Trustee Bonnie Haines

Trustee Haines will be starting a new term filling seat formerly held by John Whittleton. Term ending 2028. Also joining the board January 1 this year, Glenn Reisweber, completing Vivian Bosch’s term. End date 2026.

1. Trustee Campbell moved to approve regular meeting minutes from March 15, 2023, seconded by Trustee Ames. Motion carried.
2. Trustee Hennessey moved to accept March financial statements, seconded by Trustee Webster. Motion carried.
3. **Old Business**

**Policy, second review-Patron Code of Conduct**

Trustee Waldbauer moved to approve the edited Patron Code of Conduct policy, seconded by Trustee Hay.

Motion carried

1. **Director’s Report**

Director Graney shared highlights of the director’s report. Director Graney spoke at CCSD board meeting on March 21 and reviewed information about funding structure of library and upcoming budget vote. Board was interested to hear library strategy for messaging and maintaining transparency on going above tax cap this year. Public hearing on school budget to be held May 9. A revote can be held in June if budget not approved the first time.

Received on March 31 in addition to trust for his daughter Paula, Paul Smith created one for his son Richard Smith. Richard passed away on 1/1/2023 leaving a balance in his trust. After being divided between three different charities including the library $4,904.35 was received.

Annual Patron Purge was completed under updated policy, total deleted 2309. Annual report to the community is in progress. Summer reading programming planning is ongoing. This year’s theme is “All Together Now” and is intended to promote kindness, togetherness and unity.

April Community Read: “A Place Called Home” by David Ambroz will feature virtual talk with the author on April 24 and in person community discussion on April 29.

Full Director’s report is available on the shared drive.

7a. Trustee Hennessy made a motion to extend an offer to expand a part time employee position to full time with the offer to include benefits with any funds remaining deposited to the unrestricted portion of the endowment fund. Seconded by Trustee Ames. Motion carried.

1. **Committee Reports**

Full committee reports are available on the shared drive.

Chairs shared some highlights

**Executive Committee**

Executive committee chair Mossotti-Kline mentioned executive committee meeting to discuss proposal to have a Narcan vending machine installed outside the library. Although clearly a need, executive committee is not ready to recommend this action to the board. When asked, Director Graney confirmed that library staff has access to Narcan if needed.

**Buildings, Grounds and Tech**

Chair Walter reported that window replacement meeting with suppliers continue and awaiting additional information from another Marvin Window vendor.

**Development and Marketing**

Chair Hoeschele encouraged board members to share information with friends via social media about library funding and the upcoming budget vote via social media, etc. to get the vote out. Will apply to the JM McDonald foundation for fall cycle of grants, mentioned that spring cycle had passed and that the foundation reach has grown beyond Cortland.

**Long Range Planning**

Meeting will be scheduled next month

**Nominating**

Is proceeding with on boarding process for new board trustees with library staff

**Personnel**

Trustee Hay mentioned that a May 1 training was planned to consider changes to the Director evaluation process

**Finance and Investment**

Chair Webster reported the lowered advisor fees from Morgan Stanley should yield an annual savings of approximately $10,000. Committee agreed to establish a static benchmark for investors, previous benchmark was more dynamic and changed based on portfolio mix. First 3 months of financial statements are tracking close to budgeted amounts. Committee also working on investment plan to be shared with Morgan Stanley, additional work is required before it can be presented.

**Friends**

Jan Dempsey mentioned that friends president Chris Lund and vice president Meghan Lenahan will be leaving their posts in July. Both contributed time and energy with the friends group and will be missed. Jan also asked for help with June book sale since the Friends group of volunteers is relatively small, Trustee Hay said she would look into school booster club for volunteer help with moving and boxing books for sale.

1. **New Business-Public Hearing prior to May 16 vote**

Director Graney to decide whether to hold public meeting prior to school budget hearing. It was suggested that it may not be necessary, perhaps to encourage individuals to attend the School Board Public Hearing in May would be best.

1. **Next Board Meeting: May 17 at 6:30pm**

**Please notify Lauren if unable to attend. Please send any new agenda items by Friday, May 5**

1. **Adjourn**

Trustee Webster made a motion to adjourn, seconded by Trustee Hay, motion carried

Meeting adjourned at 7:37 pm

Respectfully submitted

Mike Anderson

Secretary, Board of Trustees