

## **CFL Regular Board Meeting**

June 21, 2023-6:30 pm

### **Meeting Minutes**

#### **Board Members**

John Hoeschele, Mike Anderson, Lauren Mossotti-Kline, Liz Cole, Julie Campbell, Mark Webster, Kathleen Hennessy, Glenn Reisweber, Mark Martin, Bonnie Haines  
attending via Zoom Diane Ames (46801 Waterson Pt. Rd., Wellesley Island, NY 13640), Myron Walter (1400 Elm St. Ext., Groton, NY 13073)  
Excused: Bryan Riccardi

#### **Others Present**

Staff: Director Jen Graney, Theresa Mekeel (asst to the Director)  
Friends representative: Chris Lund  
Kacie Harder: Port, Kashdin, McSherry

#### **Regular Meeting:**

1. The meeting was called to order at 6:32 by President Mossotti-Kline
2. Welcome Friends Guest, Chris Lund, and Kaci Harder, CPA
3. **2022 Audit/financial statement review presentation**

A presentation was provided to the board by Kacie Harder, CPA, who indicated all was satisfactory with the annual financial review and no modifications were needed. Trustee Hennessy moved to approve the 2022 financial review report, seconded by Trustee Haines. Motion carried.

4. **Approval of Minutes, May 17, 2023 Regular Meeting**

Trustee Hoeschele moved to accept the minutes, seconded by Trustee Reisweber, motion carried.

5. **Review and vote to receive Financial Statements, April and May 2023**

Trustee Webster moved to accept the April and May financial statements, seconded by Trustee Hennessy. Motion carried.

6. **Old Business**

None at this time.

7. **Director's Report**

Director Graney shared highlights of the director's report. Summer t-shirts are in and the shirts from the collaboration with Molly Reagan are still very popular. Summer reading kickoff day and celebration will begin on June 26. Special exhibit "Behind the Wall" through June and early July. July

community read will be *Disability Visibility*, edited by Alice Wong. Community partners are Access to Independence, Racker Center, Cortland Area Communities the Care. Discussions Saturday, 7/22 in person and Monday, 7/24 via Zoom. Cortland LGBTQ Center Pride celebration 7/15 at Courthouse Park, plus workshops at the library including Isabel Sterling's talk "the Path to Publication" at 2pm.

Kristen Case, a part-time employee, has accepted a full-time position with CFL starting on June 6. Lorri Moore has given notice of her retirement and sale of her business to Kacie Harden, CPA. This sale will include CFL as a client. Kacie will be training with Lorri and will start in July.

## **8. Committee Reports**

Chairs shared highlights:

### **Executive Committee**

President Mossotti-Kline reported to board on consultations involving Executive committee on a personnel matter and on a contracted service transition.

### **President**

Circulated a sympathy card for Lorri Moore. Working on coordinating a Trustee onboarding meeting discussion with nominating committee. Worked on agenda planning with Director Graney on June 7.

### **Buildings, Grounds and Tech**

Chair Walter discussed the consideration of a place to list the couch in main reading room for sale (one option found with a listed price of \$850, with bids accepted). Trustee Webster suggested exploring non-profits for donating the current couch. Trustee Reisweber agreed to take on the task of finding a home for the couch.

Chair Walter also mentioned research into a car charging station with National Grid but recommended to wait and see what the city is considering before moving forward.

### **Development and Marketing**

Chair Hoeschele reported that his committee had submitted feedback and ideas for the long-range plan. Received grant from Wilkins Foundation for \$3100 to assist in purchasing supplies and materials for summer children's programs. Developed graphic for Book Plate promo for Father's Day. Made preliminary review of B&G estimates for windows regarding feasibility for grant applications.

### **Long Range Planning**

Chair Mossotti-Kline reported that committee met to review feedback and begin mission discussion on 5/24. LRP committee meeting will meet again before September to review draft document with suggestions incorporated and to begin to draft mission statement. Task now is to put together all comments, suggestions made to Long Range Plan.

### **Nominating**

Chair Ames reported that scheduling for review of onboarding new trustees is in progress.

### **Personnel**

Trustee Hay indicated that committee met on June 13<sup>th</sup> and reviewed the Library director evaluation process currently used. Hay attended a seminar recently and picked up some new information on Director evaluations from other libraries. Also looking into Board self-evaluations.

**Finance and Investment**

Chair Webster discussed how the library portfolio has grown substantially since the beginning of the year, the growth being a welcome reprieve to last year's losses. A draft investment plan will be provided to Morgan Stanley for the library which will govern oversight of the investments and clarify the expectations of Morgan Stanley. Hopefully will be finalized within 60 days.

**Friends**

President Lund discussed Summer Book Sale held on June 2 and 3. \$595 was raised (total includes sale of 150 raffle tickets). Friends are also discussing funding a bench to place outside of the library and looking at promotional cups and magnets.

**9. New Business****Personnel Update**

Part-time library staffer Kristen Case has accepted full-time offer, board approval and vote by the Board is not required since decision to make the offer is at the discretion of the Library Director.

**Moore Quality Bookkeeping Transition**

Trustee Hennessey moved that Director Graney be authorized to negotiate with Kacie Harder regarding library bookkeeping services and compensation. Seconded by Trustee Campbell.

**2022 Annual Written Report to the Community**

Director Graney presented the report which had also been provided to trustees previously for their review. Board members suggested including a blanket thank you to library donors rather than individual recognition due to the possibility of leaving someone out due to error.

Trustee Hennessey moved to approve Annual Written Report to Community with suggested edits, seconded by Trustee Hoeschele, motion carried.

**Furniture spending from trustee funds**

Trustee Cole moved to approve up to \$2000 for Director Graney to purchase up to 4 chairs with built in chargers, seconded by Trustee Martin, motion carried.

**Discussion item-legal counsel**

Director Graney asked if CFL should retain legal counsel as many large libraries in the system have. Trustee Hennessey mentioned that her husband could always refer the library to a suitable lawyer. Director was not sure of the cost of retainer for legal services. Consensus of board to hire legal counsel on an as-needed basis not on a permanent retainer.

**10. Next Board Meeting: September 20 at 6:30 pm**

No scheduled board meetings in July and August. Please notify Lauren if you are unable to attend a meeting. Please send any new agenda items by Friday, September 8.

**11. Adjourn**

Trustee Cole made a motion to adjourn, seconded by Trustee Haines, motion carried

Meeting adjourned at 7:34 pm

Respectfully submitted  
Mike Anderson  
Secretary, Board of Trustees