

**CFL Regular Board Meeting
October 18, 2023 6:30pm**

Meeting Minutes

Board Members

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

Excused: Glenn Reisweber, Bonnie Haines

Attending via Zoom: Kathleen Hennessy

Others Present

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

Friends of Library representative: Brad Meade

Regular Meeting

1. The meeting was called to order at 6:31 by President Mossotti-Kline
2. Welcome Guest: Brad Meade, Friends of Library representative

3. Public Comment

None

4. Approval of Minutes

September 20, 2023 regular meeting

Trustee Walter moved to accept September 20 meeting minutes, seconded by Trustee Campbell. Motion carried.

5. Review and Vote to Receive Financial Statements, September 23

Trustee Hoeschele moved to accept financial statements, seconded by Trustee Martin. Motion carried.

6. Old Business

Reading reflections from Trustee book club

President Mossotti-Kline asked for comments/discussion on current Trustee reading of "Homelessness is a Housing Problem" and also suggested that board members make other book suggestions for future reading.

Sexual Harassment Prevention Training & Trustee Professional Development

President Mossotti-Kline reminded board members that deadline for completion of sexual harassment prevention training in addition to professional development (requirement: minimum of two hours outside of sexual harassment prevention training) is December 31, 2023.

7. Director's Report

Director Graney shared highlights of the director's report. Graney discussed Staff Develop Morning on 10/9/23. Training focused on discussion and activities around library patrons and boundaries plus self-care for employees. Also included LGBTQ+ 102 training by Mike Doughty (Cortland LGBT Center). Check has been received for NYS Construction project of \$541,575 on 10/4/23. Director's self-evaluation in progress and meeting to be held with Board President and Personnel Committee chair to review evaluations and goals. Director Graney has reviewed options in terms of moving away from the server to cloud using Microsoft 365 or Google for nonprofits. After feedback will make a recommendation to Buildings & Grounds and Tech committee in October.

8. Committee Reports

Executive Committee

Exec committee did not meet since last meeting

President

President Mossotti-Kline attended Building and Grounds committee meeting related to construction planning on 10/5. Will meet with Director Graney and Personnel Chair Hay for Director's annual review dialogue.

Building, Grounds and Tech

Chair Walter had a meeting with committee to discuss next steps on the construction project. Committee is scheduled to meet again on 11/7.

Development and Marketing

Chair Hoeschele discussed emails on fundraising goals for 2024 related to annual appeal, Bookplates and Legacy brochure.

Long Range Planning

President Mossotti-Kline will schedule a meeting with committee.

Nominating

Chair Ames' committee will work with President Mossotti-Kline and Director Graney to schedule a meeting to review procedures for onboarding new board members. Chair Ames reached out to board members Mossotti-Kline and Riccardi, whose terms end in December 2023. Both have agreed to serve another 5-year term.

Personnel

Committee Chair Hay will meet with Board President and Library director next week to go over the Trustee evaluation summary and the Library Director self-evaluation and set goals for next year.

Finance and Investment

Committee Chair Webster reported that committee had reviewed and discussed early draft of 2024 budget indicating that further discussion will take place on 10/25. Committee is also consulting with investment advisors regarding renovation grant money.

Friends

Friends representative Meade reported that pop-up book sale during Pumpkin Fest was affected by weather forcing a move to inside the library, however 100 books were sold. There will another book sale December 1 and 2.

DPIL

Vivian Bosch reported that current enrollment is 544. Has sent out reminded that Cortland Community Foundation Philanthropy Day Challenge is DPIL main fundraiser. Support from Trustees is appreciated by November 15 deadline. Spread the word on social media by sharing this link <https://cortlandfreelibrary.org/imagination-library/>

9. New Business

Vote: Security camera expenditure

Vote to approve purchase of security camera for front steps area of library. Trustee Webster made a motion to approve purchase, seconded by Trustee Ames, motion carried.

Policies: Library Policies Policy

Since this policy is duplicative of requirements already set forth by the NYSED and New York State Library, a vote was held to sunset the policy and instead place a brief statement on CFL's Policies web page stating that CFL complies with all NYS regulations and will update whenever necessary. Trustee Hoeschele made a motion to approve, seconded by Trustee Ames. Motion carried.

10. Next Board Meeting: November 15, 6:30 pm

Please notify Lauren if unable to attend. Please send any new agenda items by Friday, November 3

11. Adjourn

Trustee Ames made a motion to adjourn, seconded by Trustee Walter

Meeting adjourned at 7:20

Respectfully submitted
Mike Anderson
Secretary, Board of Trustees