

**CFL Regular Board Meeting
November 15, 2023 6:30pm**

Meeting Minutes

Board Members

John Hoeschele, Mike Anderson, Lauren Mossotti-Kline, Julie Campbell, Mark Martin, Diane Ames, Myron Walter, Kim Hay, Eugene Waldbauer, Glenn Reisweber, Kathleen Hennessy, Bonnie Haines

Excused: Liz Cole, Mark Webster

Absent: Bryan Riccardi

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 6:30 by President Mossotti-Kline

2. **Convene into Executive Session**

Trustee Campbell made a motion to convene to Executive Session, seconded by Trustee Hennessy, motion carried

3. **Reconvene to Open Meeting**

Trustee Campbell made a motion to reconvene to Open Meeting, seconded by Trustee Haines, motion carried

4. Welcome Guests: Friends of Library representative, Brad Meade

5. **Public Comment**

President Mossotti-Kline took the opportunity to thank Diane Ames for her many years of service as a CFL board member and past president, serving on the board for a total of 28 years. Just a few of her accomplishments were mentioned including her involvement in the renovation of the CFL art gallery and working for the library portion in the Cortland Schools tax after the city of Cortland ceased funding the library.

Mossotti-Kline presented Diane with a Bible to be included in the library collection engraved with a bookplate in her honor as well as a commemorative bookmark.

6. **Approval of Minutes**

October 18, 2023 regular meeting

Trustee Martin moved to accept October 18 meeting minutes, seconded by Trustee Walter. Motion carried.

7. **Review and Vote to Receive Financial Statements, October 23**

Trustee Hennessy moved to accept financial statements, seconded by Trustee Waldbauer. Motion carried.

8. Old Business

Reading reflections from Trustee book club

Director Graney mentioned that a video of the author of “Homelessness is a Housing Problem” is available and would be shared, Director also has new Trustee Handbooks.

Trustee Professional Development

President Mossotti-Kline reminded board members that deadline for sexual harassment training and other supplemental board training is December 31, 2023.

9. Director’s Report

Director Graney shared highlights of the director’s report. Library of Things “borrow cards” have been created for each available item for increased visibility and better organization. Trustee Walter installed wire for the wireless access point to the periodicals room, saving CFL approximately \$400. Director Graney proposed purchase of cell phone charging locker with stand, it would provide patrons with secure place to leave phones to charge in the library since staff cannot take responsibility for looking after someone’s items. FLS Member Library Collections Grant will once again be provided to CFL for \$2000. Director Graney also discussed different programs and activities covered while attending recent NYLA Conference in early November.

10. Committee Reports

Executive Committee

Chair Mossotti-Kline reported that Exec. committee met with Finance committee and Chair of Personnel on 11/1.

President

President Mossotti-Kline met with Jen and Kim for Director Annual Review Dialogue on 10/27. Planned meeting agenda with Jen on 10/31. Attended Finance Committee meeting on 10/25. Attended Building and Grounds committee meeting regarding construction planning on 11/7.

Building, Grounds and Tech

Chair Walter had a meeting on 11/7 to discuss next steps on construction project, has a walk through with architect scheduled for week of 11/13.

Development and Marketing

Chair Hoeschele reported that a meeting will be scheduled.

Long Range Planning

President Mossotti-Kline reported that committee is scheduled to meet on 11/29 to review board feedback as updated in the draft document. Committee will continue discussion on Mission and Vision statements.

Nominating

Chair Ames’ committee was pleased to report the complete slate of officers for 2024:

President: Lauren Mossotti- Kline

Vice President: John Hoeschele

Treasurer: Mark Webster

Secretary: Mike Anderson

Two Trustees have agreed to serve another 5-year term: Lauren Mossotti-Kline and Bryan Riccardi.

Diane Ames will be retiring from board and Glenn Reisweber has agreed to take over the committee chairmanship.

Personnel

Committee Chair Hay met with Lauren and Jen on 10/27 to go over Director Self Evaluation, the Trustee's evaluation of Director Graney and director's goals for the next year, 2024. Also discussed at meeting were some possible timeline modifications for next year's evaluation. Personnel Committee will meet in the coming months to look at these modifications.

Finance and Investment

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

Friends

Friends representative Meade reported that with the departure of Chris Lund he has been elected President of the Friends group and Jane Witty Vice President. December Book Sale will be 12/1 and 2, sale will be run on the bag sale model. Friends will have help on Saturday from a local sorority. Trustee Hay said she would reach out to Cortland High sports teams for additional help on Friday.

Dolly Parton Imagination Library

Vivian Bosch reported donations to support DPIL through the Cortland Community Foundations Philanthropy Day Challenge can be made through 11/15. Enrollment in DPIL has grown from 528 to 556 this year an increase of 28 children.

11. New Business

Vote: Renewal of BOCES NYSMEC Gas & Electric Agreement

Trustee Hennessy made a motion to approve renewal, seconded by Trustee Waldbauer, motion carried.

Vote: CFL FY 2024 Budget

Trustee Hennessy made a motion to approve 2024 budget, seconded by Trustee Campbell, motion carried.

Vote: Expenditure for Wireless Access Point out of Trustee funds

Trustee Haines made a motion to approve, seconded by Trustee Waldbauer, motion carried.

Memorandum of Understanding between Friends of the Library and the Cortland Free Library

Trustee Hay made a motion to approve the updated memorandum, seconded by Trustee Hennessy, motion carried.

12. Next Board Meeting: December 20 at 6:30pm

Please notify Lauren if you unable to attend a meeting. Please send any new agenda items by Friday, December 8.

13. Adjourn

Trustee Walter made a motion to adjourn, seconded by Trustee Haines.

Meeting adjourned at 7:35

Respectfully submitted
Mike Anderson
Secretary, Board of Trustees