

**CFL Regular Board Meeting
December 20, 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, Liz Cole, Mark Webster

Excused: Diane Ames

Absent: Bryan Riccardi

Others Present

Staff: Director Jen Graney, Assistant Director Theresa Mekeel

Regular Meeting

1. The meeting was called to order at 6:35 by President Mossotti-Kline

2. Convene into Executive Session

Trustee Hay made a motion to convene to Executive Session, for the purpose of discussing personnel matters. - Seconded by Trustee Cole, motion carried

3. Reconvene to Open Meeting

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

4. Welcome Guests: Tim and Beverly Armstrong

5. Public Comment

Both Tim and Bev Armstrong made statements to Library Board members regarding Beverly's recent experience visiting the library. Trustees listened to the comments of both community members and President Mossotti-Kline thanked them for their feedback and offered to follow-up with Mr. Armstrong after the holiday.

Advance notice for public comment is always encouraged: email director@cortlandfreelibrary.org and/or cfltrustees@gmail.com.

6. Approval of Minutes

November 15, 2023 regular meeting

Trustee Haines moved to accept November 15 meeting minutes, seconded by Trustee Waldbauer. Motion carried.

7. Review and Vote to Receive Financial Statements, November 2023

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

8. Old Business

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

9. Director's Report

Director Graney shared highlights of the director's report. Library tour with Assemblymember Anna Kelles and Carol Corbin with a focus on construction project in November. Spoke to the Cortland Rotary Club for the Rotary lunch talk on "Books are just the beginning". Thanks to Vivian Bosch the Philanthropy Day Challenge brought in \$3,344.44 for the library. Epsilon Chapter of Sigma Lambda Upsilon/Senoritas Latinas Unidos Sorority volunteered at the friends book sale and are interested in future volunteer opportunities. Cortland Area Communities That Care (CACTC) will provide \$3,000 towards an in-house device charging station if their grant application is approved. That would leave CFL with a \$1,400 expense instead of \$4,400. Director Graney also requested that our annual Chamber of Commerce membership renewal come from Trustee funds rather than Operating > Continuing Education; that recent JMS repairs come from Trustee B&G funds rather than Operating; and that a three-bin recycling/trash station be purchased for the library.

10. Committee Reports

Executive Committee

Chair Mossotti-Kline reported that Exec. committee met to discuss support for Friends group on 12/5.

President

President Mossotti-Kline attended a number of meetings with various library committees in November and December. She is also helping to coordinate an upcoming meeting with the new Pastor of Grace and Holy Spirit regarding homelessness and lack of shelter in Cortland.

Building, Grounds and Tech

Chair Walter reported that a mechanical engineer from Taitem has been on site, and Crawford and Steans have forwarded architectural base plans for their use. Walter has also contacted McKinney Masonry for parapet repair proposal and Lupini Construction and Heritage Masonry Restoration. Waiting for a proposal for repairs.

Development and Marketing

Chair Hoeschele reported planning for possible press release highlighting Director Graney's NYLA leadership involvement/committee work. Also discussed annual appeal and annual letter from Director, committee is discussing how to tackle mailing list issues.

Long Range Planning

President Mossotti-Kline reported that committee met on November 29 and reviewed edits per feedback from committees and staff. Mentioned that the vision statement from the Rochester City Library website was an excellent model. The next goal is to share updated Long Range Planning document with full board at March meeting.

Nominating

Chair Reisweber reported that he and former Chair Ames had a transition meeting to review responsibilities and historical knowledge relating to committee work. Discussed options for filling vacant board seat and working on streamlining the new Trustee handbook.

Personnel

Committee Chair Hay will meet with committee in January.

Finance and Investment

Committee Chair Webster reported that committee did not meet in December.

Friends

Friends held a December book sale, no report received at this time. Executive Committee met in December to discuss how to best support friends in 2024. Ad Hoc committee of Trustees will meet to help with Friends' By Laws.

Dolly Parton Imagination Library (DPIL)

Vivian Bosch reported that current enrollment is 580 children. Cortland Community Foundation announced that DPIL received 43 donations totaling \$9025. Together with CFL awarded an additional \$1000 for getting 4th place in the most individual donors category. Cash award to split between DPIL and CFL based on the number of donations for each.

11. New Business**Vote : Renewal of Cortland Chamber of Commerce membership**

Trustee Hennessey made a motion to approve renewal, seconded by Trustee Martin, motion carried.

Vote: Expenditure to JMS repairs

Trustee Walter made a motion to approve, seconded by Trustee Martin, motion carried.

Vote: Expenditure for Charging Locker**Contingent to \$3000 grant from Cortland Communities that Care, Cost for CFL \$1400**

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

Vote: Expenditure for Three Stream Recycling Container

Trustee Hay made a motion to approve memorandum, seconded by Trustee Cole. Motion carried.

12. Next Board Meeting: January 24 at 6:30pm

Please notify Lauren if you unable to attend a meeting. Please send any new agenda items by Friday, January 5.

13. Adjourn

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

Meeting adjourned at 7:46

Respectfully submitted

Mike Anderson

Secretary, Board of Trustees