

CFL Regular Board Meeting Minutes

January 24, 2024 – 6:30 p.m.

Board Members

Present: Julie Campbell, Liz Cole, Kim Hay, Kathleen Hennessy, John Hoeschele, Mark Martin, Lauren Mossotti-Kline, Glenn Reisweber, Bryan Riccardi, Eugene Waldbauer, Myron Walter, Mark Webster

Excused: Mike Anderson, Bonnie Haines

Absent:

Others Present

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

Friends representative: Brad Meade

Guests: Mayor Scott Steve (City of Cortland), Pastor Jennifer Manis (Grace & Holy Spirit Church), and Sarah Glogowski (Executive Director, FLLS)

Regular Meeting:

1. The meeting was called to order at 6:30 p.m. by President Mossotti-Kline.
2. **Welcome Guests:**
President Mossotti-Kline welcomed invited guests Mayor Scott Steve, Pastor Jennifer Manis and Sarah Glogowski.
3. **Presentation:**
Mayor Scott Steve presented an overview as requested, pertaining to the City government's perspective on Homelessness & Poverty in Cortland. He shared what steps the city has taken related to long-term plans and what resources are still needed in order to make progress. Trustees were given the opportunity to comment and ask the Mayor questions.
4. **Public Comment**
All guests who signed in to make a comment at the meeting were given two minutes to address comments to Board President Lauren Mossotti-Kline.
Comments were in regard to the population spending time at the library and the homelessness situation in Cortland.
Guests who made comments included: John Rinaldi, Catherine Wilde, Wayne Schutts, Pat Lane, Mary Leary, Dean O'Gorman, Sara Watrous and Jen Manis.
President Mossotti-Kline thanked each of them for their feedback.

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

5. **Approval of Minutes:**

Trustee Campbell moved to approve regular meeting minutes from December 20, 2023 with clarifications from Lauren and Jen, seconded by Trustee Hennessy. Motion carried.

Trustee Hay moved to approve annual meeting minutes from December 20, 2023, seconded by Trustee Webster. Motion carried.

6. **Review and Vote to Receive Financial Statements, December 2023:**

Trustee Martin moved to accept December 2023 financial statements, seconded by Trustee Hennessy. Motion carried.

7. **Old Business**

There was a typo in the NYSMEC Natural Gas Resolution resulting in an incorrect price being voted on at the November 15, 2023 meeting. The Executive Committee met and voted on the amended Resolution. Trustee Waldbauer made a motion to ratify the Executive Committee's decision to keep the vote for the Renewal of BOCES NYSMEC Gas & Electric Agreement voted on at the November 15, 2023 meeting. Trustee Hoeschele seconded. Motion carried.

8. **Director's reports**

Director Graney shared highlights of the director's report.

- University of Albany LIS student Robert Gallasch began an internship here at the library on January 17, 2024. He is working about 10 hours a week (150 hours total) with a focus on assisting Jen weed the adult nonfiction collection.
- Cortland Free Library is participating in a national research project to help answer the following question: In what ways can our library help contribute to the preservation, examination and celebration of our community's history, heritage and culture? The "Cortland History Project Survey" went out in the last e-newsletter; please share! Results are due by January 26.
- Three Trespass notices have been filed. One for disorderly conduct, one for harassment and one for criminal trespass.
- CPD is scheduled to be here for Active Threat Response Training on the Staff Development morning, Monday, February 19, 2024.

9. **Committee reports**

Full committee reports are available on the trustee's shared drive.

Chairs shared some highlights.

Executive Committee

The Executive committee met on 1.8.24 to review and approve the 11.15 NYSMEC Natural Gas Resolution update.

President

President Mossotti-Kline held several meetings this month. She was approached about offering online access (live stream) of Board meetings. The Board is not obligated to offer online access, but wanted to bring the request to the full board for discussion. Sarah Glogowski shared some examples of what other libraries have done. The consensus was that no changes will be made at this time.

Situations where someone wants to zoom in can be looked at on a case by case basis. This decision can be revisited if necessary.

President Mossotti-Kline reminded Trustees to complete Conflict of Interest forms.

Buildings, Grounds & Tech

Chair Walter reported that Contentos came and collected Abestos samples, a report is forthcoming.

Two masons have given quotes for work on the parapets, decision will be made by soon.

Still waiting on a response from Elevatitt.

Taitum will be submitting budget breakdowns soon for the HVAC but there are some codes to check on.

Development & Marketing

Committee member Liz discussed a possible grant resource she found at <https://nyassembly.gov/gan/> She will be taking a closer look at what it provides.

Long Range Planning

Committee will meet in February with a goal to present an updated document as well as updated mission, vision and values statements to the full board in March.

Nominating

Prospective members for Trustee consideration will be discussed in Executive session.

Personnel

Committee met and reviewed vacation time as per anniversary dates and reviewed the Library Page position job description.

Finance & Investment

Committee Chair Webster shared that the invested construction funds received a higher than expected return thus far. As part of the annual business the committee acknowledged the transfer of up to \$1000 in unrestricted donations from Operating to Director’s Discretionary Fund as approved as part of the budget. The Committee recommends maintaining the current Endowment Spending percentages for the year.

Friends

President Mossotti-Kline and Brad Meade (Friends President) will meet in February.

DPIL

Vivian provided a DPIL Annual Report Infographic to the Trustees.

10. New business

- Trustee Hennessy made a motion to approve the Library Page position description that was presented by the Personnel Committee, Trustee Hay seconded, Motion Carried.

- Trustee Hoeschele made a motion to accept engagement of Port, Kashdin & McSherry for 2023 (prior year) review, Trustee Cole seconded, Motion Carried.

11. Convene into Executive Session

Trustee Walter made a motion to convene to Executive Session, to discuss personnel as it relates to an open Trustee board seat and personnel matters. Seconded by Trustee Cole, Motion Carried.

12. Next Regular Board Meeting: February 21, 2024 at 6:30 p.m..

Trustees should notify President Mossotti-Kline if they are unable to attend.

Send any proposed agenda items by Friday, February 9

13. Adjourn

Trustee Hennessy made a motion to adjourn, seconded by Trustee Campbell, motion carried.

Meeting adjourned at 8:41 p.m.

Respectfully submitted,
Theresa Mekeel
Assistant to the Director