

**CFL Regular Board Meeting  
March 20, 2024 6:30pm**

**Meeting Minutes**

**Board Members**

- Attending: John Hoeschele, Mike Anderson, Julie Campbell, Kim Hay, Eugene Waldbauer, Mark Webster, Liz Cole
- Participating remotely: Bonnie Haines, from 128 Pittman Circle, Westminster SC 29693, Glenn Reisweber from 2003 Tall Chief Rd., Leander TX 78641
- Excused: Lauren Mossotti -Kline, Bryan Riccardi, Myron Walter, Kathleen Hennesey

**Others Present**

Staff: Assistant Director Theresa Mekeel

Friends of CFL Representative: Brad Meade

Guests: Sara Glogowski, Executive Director FLLS

**Regular Meeting**

1. The meeting was called to order at 6:30 pm by Vice President Hoeschele.

**2. Public Comment**

Vice President Hoeschele read a letter submitted by Nancy Nivison.

Advance notice encouraged: email [director@cortlandfreelibrary.org](mailto:director@cortlandfreelibrary.org) and/or [cfltrustees@gmail.com](mailto:cfltrustees@gmail.com).

**3. Approval of Minutes**

Trustee Cambell moved to accept minutes from February 21 meeting, seconded by Trustee Webster, motion carried.

**4. Review and Vote to Receive Financial Statements**

Trustee Waldbauer moved to accept February 24 financial statements, seconded by Trustee Hay, motion carried.

**5. Old Business**

- Vice President Hoeschele reminded board members to complete conflict of interest forms if they have not already done so. He also reminded Trustees about the board training requirements for this new year.
- An update was given by Hoeschele, chair of the recently established Ad Hoc committee. Composed of CFL board members and members of the community, the committee will look at the various issues facing the library. Its mission has been outlined and will consider what the library can do internally to remedy recent strains, as well as requesting support and input from the community, City and County

government. Recommendations, when ready, will be submitted to the full library board with a chance for staff to provide feedback, as well.

- A vote was taken on the proposed, new **Video Surveillance Policy review**. After discussion, wording was changed to reflect that cameras are not positioned “for the purpose” of identifying a person’s reading, viewing or listening activities in the library. Trustee Campbell made a motion to accept policy with wording change, seconded by Trustee Webster, motion carried.

## **6. Director’s Report**

- Vice President Hoeschele shared some highlights from Director Graney’s report. Both Jen and Tammy were honored as Women of Distinction by Assembly member Anna Kelles in honor of Women’s History Month. Jen was also honored by Zonta with the International Women’s Day Yellow Rose award, thanks to Trustee Campbell’s nomination.
- Notification was received from Senator Webb’s office of \$2000 award for library.
- The Annual Report to NYS was approved at the Board of Trustees meeting on 2/21 and submitted to FLLS on 2/27.
- Director Graney announced her resignation to staff on Thursday, 2/29 and to the public via the library newsletter on 3/4. Her last day is scheduled to be Friday, March 29. She is drafting updates to the director’s job description for the Personnel Committee to consider.

## **7. Committee Reports**

### **Executive Committee**

President Mossotti-Kline reported that committee met briefly in late February following the news of Director Graney’s resignation.

### **President’s Report**

Much of President Mossotti-Kline’s report involved activities related to the resignation of Director Graney and various steps to inform board, hold meetings with library staff, consulting with Sarah Glogowski of FLLS regarding the resignation and next steps. President Mossotti-Kline also attended the City’s Common Council meeting on March 5; a Friends Group meeting on March 7; and a Long Range Planning committee on March 8.

### **Development and Marketing**

- Committee chair Hoeschele reported that no committee meeting was held in March, however he did attend Senator Webb’s press conference in Binghamton (wherein the library received a \$2000 unrestricted donation) and he met with Trustee Walters (and architect Jon Carnes) to review a 3D sign concept, which raised questions on approach, branding, the board review process, and needed approvals from NYS and City of Cortland’s historic commission. He is pursuing new sign design concepts and bids from regional sign vendors.

### **Building Grounds and Tech**

- Trustee Walters reported that Heritage Masonry is ordering materials and will finalize their work schedule next week.
- Had a zoom meeting with Jon Carnes and Trustee Hoeschele on March 6 to discuss the new sign.
- Proposal from Schindler Elevator will be sent on March 11.
- Will schedule meeting on site to discuss possible HVAC impact on interior architectural items/appearance.

### **Long Range Planning**

Committee member Campbell reported that committee had met on March 8 to review mission, vision and strategic priority statements submitted by committee members. The committee will meet again on March 22 to work on a single document to share with full board and staff for feedback.

### **Nominating**

Committee chair Reisweber reported that there are 3 potential nominees on the list for the board, and other suggestions are welcome. Reisweber requested that additional suggestions be sent to him.

### **Personnel**

Committee Chair Hay indicated the committee met on March 8 to discuss steps to proceed with finding an Interim Director and Library Director. The committee is drafting a job posting ready and proceeding with search for Interim Director.

### **Finance and Investment**

Committee chair Webster reported that the committee has not met since his last report. He mentioned money received, \$1000 from Northern NY Library Network, a stipend for Jen's participation in their Model Testing Project and \$3300 from Cortland Area Communities that Care towards phone charging station.

### **Friends**

Friends representative Meade reported that the group had a meeting 2 weeks ago; they would like to recruit new members and expects to continue to work on creating a mission statement.

### **DPIL**

Current enrollment is 577. Vivian Bosch reported that a big milestone was hit, since December 2015 the program has gifted 43,000 books to 2000 Cortland children. Bosch will be submitting a *letter to the editor* to the Cortland Standard to celebrate this achievement. A grant application was submitted to Zonta for DPIL. Kiwanis Club has invited Bosch to speak, date TBD

## **8. New Business**

- **Vote: Director Graney requested that a necessary software migration from Theresa's old computer to her new one, and addition of surveillance software to the AS Circ 1 and YS Circ computers to increase staff's building surveillance ability from Eastern Security be moved from the general Operating Budget to one of the Trustees' endowment lines.** Trustee Waldbauer made a motion to approve, seconded by Trustee Cole, motion carried.
- **Following on concerns raised by a couple Trustees, the board revisited the Public Comment Policy's time allocation for comments.** After discussion about the duration of the time limit (currently 2 mins per speaker), Trustee Anderson made a motion to increase time allocation 3 minute, seconded by Trustee Waldbauer, motion carried.
- The Board received a thank you note from library staff for Christmas gifts.
- The CFL Board of Trustees contact information and terms document is now available for review by Trustees for accuracy.

## **9. Executive Session**

Trustee Hay made a motion to convene into executive session to discuss a particular appointment and compensation related to appointment. The motion was seconded by Trustee Cole, motion carried.

## **10. Next Board Meeting: April 17, 2024 at 6:30pm**

Trustees were asked to notify Board Chair Mossotti-Kline if they are unable to attend a meeting or if they wish to have a topic added to next month's agenda items by Friday, April 5.

**11. Adjourn**

Following Executive Session, Trustee Hay made a motion to adjourn, seconded by Trustee Waldbauer, motion carried

The regular board meeting adjourned at 7:47 pm

Respectfully submitted  
Mike Anderson  
Secretary, Board of Trustees