

**CFL Regular Board Meeting  
April 17, 2024 6:30pm**

**Meeting Minutes**

**Board Members**

Lauren Mossotti-Kline, John Hoeschele, Mike Anderson, Julie Campbell, Kim Hay, Liz Cole, Brian Riccardi, Bonnie Haines, Glenn Reisweber, Kathleen Hennessey, Myron Walter, Mark Martin.

Excused: Eugene Waldbauer

Participating Remotely: Mark Webster, 983 Beechwood Ln., Cortland, NY 13045

**Others Present**

Staff: Assistant Director Theresa Mekeel

Friends Representative: Brad Meade

**Regular Meeting**

1. The meeting was called to order at 6:30 pm by President Mossotti-Kline

**2. Public Comment**

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 Hennessey moved to accept minutes from March 20 regular meeting, seconded by Trustee Hay, motion carried.
- Trustee Hoeschele moved to accept minutes from April 5 special meeting, seconded by Trustee Haines, motion carried.

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

- Trustee Martin moved to accept March 2024 financial statements, seconded by Trustee Hennessey, motion carried.

**5. Old Business**

- Policy Review, Patron Code of Conduct updated

Trustee Webster made a motion to approve updated Patron Code of Conduct with edits as discussed, seconded by Trustee Campbell, motion carried.

- Ad Hoc Committee Update

Trustee Hoeschele reported that the committee had provided a statement on the CFL website summarizing the recommendations of the Ad Hoc committee. Report included updates to Patron Code of Conduct, engaging a security specialist to aid in enforcement of Code of Conduct, provide additional support for members of at risk population, and stricter compliance with Clean Air act prohibiting use of tobacco products both inside and within 100 feet of entrance to public libraries.

- Staffing and Library Hours Update

Library will be closed on April 18, for staff training, reopening on April 19. Closed on April 20 for staff meeting with interm co-directors.

- Cleaning contract quote and updates  
To be covered in committee reports

## **6. Director's Report**

- Former Director Graney submitted a report for March 2024, and is available for board members on the CFL Google Drive. New interim co-directors, Zaharis and/or Berggren-Thomas will present report at next month's regular board meeting.

## **7. Committee Reports**

### **Executive Committee**

- President Mossotti-Kline reported that the Executive committee met on March 29 and April 10 to discuss progress on interim search, terms of director's final day, new director role description, staffing needs and temporary library closing dates.

### **President's Report**

President Mossotti-Kline report included meeting on March 20 with Senator Webb's staff to discuss needs in Cortland, worked with Personnel committee to reach out to and secure contract with two interim co-directors. Shared news of co-interim directors with library staff on April 2 and introduced staff to directors on April 9. Has had periodic meetings with Asst. Director Mekeel reviewing staffing and library needs. President Mossotti-Kline also mentioned that board member Mark Webster will be a presenter at the Chamber sponsored CNY Leadership Symposium on May 8, and the FLLS will offer a Friends of Library workshop on May 9 in Clifton Park, NY.

### **Development and Marketing**

- Chair Hoeschele reported that no committee meeting was held in April. Grant application was submitted to JM McDonald Foundation toward window repairs or toward NYS construction loan match. Shared with Board two sign concept proofs from Sign Language for exterior library signage.

### **Building Grounds and Tech**

- Chair Walter reported that work on parapet began on April 9 by Heritage Masonry, 12 courses of brick will have to be taken down and rebuilt. Contento's will file with NYS for permit for Asbestos abatement for brick, Heritage will resume work after area is abated. Walters has placed calls to other cleaning companies (local) to possibly contract for CFL and will schedule a meeting with JM Murray Center cleaning service. CFL is currently using M&J Cleaning Service on a part time basis.

### **Long Range Planning**

- Chair Mossotti-Kline reported that meeting was postponed due to Interim Director search. Interim co-directors reviewing staff reflections on mission/vision at team retreat on April 20.

### **Nominating**

- Chair Reisweber reported that Board seat suggestions have been sent to him and suggestions will be reviewed in executive session.

### **Personnel**

- Chair Hay 's committee worked to secure two interim library directors for the next 3 months. Have posted the CFL Library Director position on NYLA Jobline and a variety of other library associated sites with the assistance of Sarah Glogowski of FLLS. Worked with Finance committee to secure funds to offer current CFL employees a retention bonus if they stay with library until June 1, 2024.

## **Finance and Investment**

- Chair Webster reported that committee met on April 10. Morgan Stanley staff reported on a robust first quarter for the library portfolio. In addition to growth in both equity and fixed income investments, the State Construction Grant funds are invested short term with a 5% yield. Committee also discussed revising the account status at CFCU from business shares to business money market accounts to increase yield.

## **Friends**

- Friends representative Meade reported the group would like to hold a book sale on June 7 and 8. Since the Friends group is small, volunteers from the community will be needed. Out reach to community to enlist volunteers was discussed.

## **DPIL**

Vivian's letter to the Editor celebrating Cortland's Imagination Library milestone, 44,000 books to 2000 children under the age of 5, was in the March 22 Cortland Standard. Zonta awarded the program \$1500 this year. Corn Ducky Derby tickets are still available.

## **8. New Business**

### **Vote: PT Position description**

- Trustee Haines made a motion to approve dividing one full time position opening to two half time positions, seconded by Trustee Hennessey, motion carried.

## **Temporary Adjustment to Library Hours Recommendation approved**

### **Updated CFL Director Role Description (approved by Exec. Committee on March 29)**

- Motion was made by Trustee Campbell that ratifies the decision of the Executive committee to accept the updated Library Director Job description that included recommendations from previous Director Graney. Seconded by Trustee Hay, motion carried.

## **9. Executive Session**

- Trustee Cole made a motion to convene into executive session to discuss open board seat candidate suggestions, and personnel matters, seconded by Trustee Campbell, motion carried at 7:25 pm. Motion was made to leave Exec. Session at 7:50 by Trustee Cole and seconded by Trustee Haines, motion carried.

## **10. Next Board Meeting: May 15, 2024 at 6:30pm**

- Please notify Lauren if you are unable to attend a meeting. Please send any new agenda items by Friday, May 3.

## **11. Adjourn**

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

Meeting adjourned at 7:53 pm

Respectfully submitted

Mike Anderson

Secretary, Board of Trustees