

**CFL Regular Board Meeting
May 15, 2024 6:30pm
Meeting Minutes**

Board Members

John Hoeschele, Mike Anderson, Julie Campbell, Kim Hay, Bonnie Haines, Glenn Reisweber, Myron Walter, Mark Martin, Mark Webster, Eugene Waldbauer.

Excused: Lauren Mossotti-Kline, Liz Cole, Kathleen Hennessey

Absent: Bryan Riccardi

Others Present

Co-Directors Kay Zaharis, Priscilla Berggren-Thomas

Staff: Assistant Director Theresa Mekeel

Friends Representative: Brad Meade

Regular Meeting

- 1. The meeting was called to order at 6:30 pm by Vice President Hoeschele**
- 2. New Trustee, vote to appoint a new member to the Board of Trustees**
Trustee Walter made a motion to approve appointment of Kristina Petrella to Board of Trustees, seconded by Trustee Haines. Motion carried.
- 3. Public Comment**
Library employee Kristen Case spoke about her positive experience working at CFL, stating that working at the library “felt like home.” Her last day will be Friday, May 17.
- 4. Following Kristen’s comments co-directors introduced themselves to board members.**
- 5. Approval of Minutes**
 - Trustee Hay moved to accept minutes from April 17 regular meeting, seconded by Trustee Campbell. Motion carried.
- 6. Review and Vote to Receive Financial Statements**
 - Trustee Waldbauer moved to accept April 2024 financial statements, seconded by Trustee Haines. Motion carried.
- 7. Old Business**
 - Ad Hoc Committee/ Security Update update:
 - Trustee Hoeschele reported that Ad Hoc committee activity is temporarily on hold while outreach continues with different community groups, at this time meetings will pause.
 - Additional signs (security cams, restrooms, etc.): Small signs are being considered for placement throughout the library indicating security cameras are present, as well as library rules for patrons concerning restroom use.
 - ISpice Jobs Promo: Signage will be displayed in library about job openings for new business to be located on Central Ave. in Cortland.
 - New Exterior Sign update:

- After a brief discussion on two different sign designs and materials, a motion was made by Trustee Webster to present the plan for high density urethane (HDU) sign from SignLanguage (Ovid, NY) to the NYS Historic Preservation office to be followed by City of Cortland, seconded by Trustee Waldbauer. Motion carried.

8. Director's Report

- Highlights of Directors report were as follows:
Three new part time employees have been hired to fill in on days, evenings and weekends, these three hires include a Youth Services assistant. Co-Director Zaharis informed the board that during the month of June CFL will be closing at 5pm on Tuesdays, and closing on Saturday; this is to give staff a needed break during June. An application has been received for a Circulation Assistant. Coin box unit on library copier is not working, directors are looking into replacement. Cell phone charging locker is installed and set up. Bullet aid grants are being considered for library collection or programs. Library will not be partnering with Cortland LGBTQ center for events this year due to staff shortage and will wait for direction from new library director when hired. Co-Director Berggren-Thomas will be working on the Annual Report to the Community.

9. Committee Reports

Executive Committee

- President Mossotti-Kline reported that committee did not meet since last report.

President

- President Mossotti-Kline report included that she is continuing to meet with Personnel committee related to staffing and Director search. Is involved with ongoing consultation with Trustee Hoeschele regarding Ad Hoc committee progress, security firm agreement and implementation of updated Patron Code of Conduct. Has had weekly meetings with interim co-directors. Worked with nominating committee on remaining Trustee seat. Met with Friends President on May 1.

Development and Marketing

- Chair Hoeschele reported that no committee meeting was held in April and unlikely in May as chair has been focused on Ad Hoc committee work. Working with 2 sign vendors on external sign project. Next step is submission of winning approach to SHPO then city Historic Board. Grant application for \$30K submitted to JM McDonald Foundation. Two options included: funding window repairs or toward NYS construction grant match. Chair has also done updates to CFL web site.

Building Grounds and Tech

- Chair Walter reported that meeting is scheduled with JM Murray Center for custodial services. Work continues on parapet repairs. Met with architect Jon Carnes for general discussion on future project. Have received price quotes from 2 elevator companies, Shindler and Elevattit, both estimates are similar.

Long Range Planning

- Meeting postponed due to Interim Director search.

Nominating

- Chair Reisweber reported that new Trustee Kristina Petrella has joined the board. Onboarding to begin following meeting.

Personnel

- Chair Hay reported that first round of director candidate interviews are scheduled for May 13 and 20 via zoom. Part-time positions posted and shared with Sarah Glogowski at FLLS.

Finance and Investment

- Chair Webster reported that committee meets quarterly so no report this month.

Friends

- Friends representative Meade reported that meetings are on hold until new director is hired. Book sales are postponed at this time. Trustee Riccardi looking into storage space for books intended for future sales.

DPIL

- Current enrollment 567. Corn Ducky Derby-267 tickets sold, DPIL gets \$667.50, enough to pay for 303 books. Governor Hochul added \$500,000 to the state budget for a grant process to use for Imagination Library program expansion.

10. New Business

May 21st Budget Vote

- Reminder that the upcoming Cortland City Schools budget vote is coming up with line item for Cortland Free Library.

11. Next Board Meeting: June 26, 2024 at 6:30 pm (the meeting was moved due to the Juneteenth holiday on Wednesday, June 19)

- Please notify Lauren if you are unable to attend a meeting. Please send any new agenda items by Friday, June 14.

12. Adjourn

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

Meeting adjourned at 7:40 pm

Respectfully submitted

Mike Anderson

Secretary, Board of Trustees