

**CFL Regular Board Meeting
June 26, 2024 6:30pm**

Draft Meeting Minutes

Board Members

Lauren Mossotti-Kline, John Hoeschele, Mike Anderson, Julie Campbell, Bonnie Haines, Glenn Reisweber, Myron Walter, Mark Martin, Liz Cole, Kristina Petrella

Excused: Kim Hay, Eugene Waldbauer, Kathleen Hennessey, Mark Webster

Absent: Bryan Riccardi

Others Present

Interim Co-Directors Kay Zaharis, Priscilla Berggren-Thomas

Staff: Assistant Director, Theresa Mekeel and Library Materials and Cataloging Specialist, Aimee Dorward

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 and/or cfltrustees@gmail.com.

No public comment requested at this meeting.

3. Approval of Minutes

- Trustee Hoeschele moved to accept minutes from May 15 regular meeting, seconded by Trustee Haines. Motion carried.
- Trustee Walter moved to accept minutes from June 11 special meeting, seconded by Trustee Martin. Motion carried.

4. Review and Vote to Receive Financial Statements

- Trustee Campbell moved to accept May 2024 financial statements, seconded by Trustee Reisweber. Motion carried.

5. Old Business

- Ad Hoc Committee/Signage expenditure approval
Trustee Walter made a motion to approve the expenditure in the amount of \$391.25 for the signage as proposed, seconded by Trustee Haines. Motion carried.
- Security/monitoring discussion
CFL contract with security firm for library monitoring has ended after an 8 week period. Discussion followed for next steps as well as cost considerations. May consider an in- house position either full or part time. CFL has been in conversations with Chief of Police and Mayor on possible partnership on security. Current library interim co-directors feel that security concerns are weather dependent.

- Trustee education-review tracking sheet
President Mossotti-Kline reminded Trustees that 2 hours of Trustee education are required annually as well as the sexual harassment prevention training video. She will be in touch with the contact at FLLS to ask that Trustees Haines, Petrella, Reisweber and Martin be added to the Educational Offerings list serve.

6. Director's Report

- Highlights of Directors report were as follows:
Draft of Collection Management Policy has been completed and is ready for review. Programming policy- a folder of examples will be created to share with the new director so she can develop an appropriate policy. Jamie Eaton has been hired for 20 hours a week and Jean Wittman for 10 hours a week for the circulation assistant positions. Coin operated copier unit has been repaired, will wait for contract renewal for further repairs. Wifi in periodical room needs license to be brought on line, cost would be \$200. Elevator passed inspection. Cell phone charging locker is up and running.

7. Committee Reports

Executive Committee

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

President

- President Mossotti-Kline reported that she extended approved offer to Library Director candidate and it was accepted. Had phone meeting with FLLS Exec. Director in regard to new Director onboarding. Met with Friends liaison Trustee Riccardi to explore book storage alternatives.

Development and Marketing

- Chair Hoeschele reported that no committee meeting was held in May and June and hopefully will restart meetings this fall. Received \$30K grant from JM McDonald Foundation, next step to decide how grant is used for windows or matching grant. Sign concepts submitted to SHPO waiting for response. Next step is approval by Cortland Historical Commission.

Building Grounds and Tech

- Chair Walter reported that no progress has been made to contract yearly cleaning service for CFL. Will contract month to month with M&J for 2 cleaners for 3 days a week until other arrangements can be made. Crawford Stearns are working on base architectural drawings for interior renovations, presently on hold. RW Danforth now looking at a rooftop solution for HVAC renovations. Heritage Masonry have complete parapet repairs. Bird spikes have been installed on parapet around main entry to library. Idea was posed to consider combining security and cleaning as potential in-house position.

Long Range Planning

- Meetings currently on hold.

Nominating

- Chair Reisweber reported that there are no new updates. New Trustee Petrella is onboarding.

Personnel

- Committee worked with several trustees and library staff to conduct a Library Director search. A qualified candidate was offered the position and the offer was accepted.

Finance and Investment

- Mark Martin gave a brief update, committee will meet again July 11.

Friends

- Trustee Riccardi is looking into storage space for donated books. Co-Directors are looking into a possible book sale on August 3 on Court Street. Will discuss the possibility with new Library Director.

DPIL

- Current enrollment 561.
- Vivian was selected as the recipient of the Alace A. Walker award from the League of Women Voters, mainly for her community service through the Cortland Free Library and Dolly Parton's Imagination Library. A dinner and awards ceremony was held on June 19.

8. New Business

- Vote to appoint new Library Director
Trustee Hoeschele made a motion to approve the appointment of Jessica Magelaner as the Library Director at the Cortland Free Library beginning July 1, 2024, seconded by Trustee Haines. Motion carried.
- First Review-Collection Development & Management Policy
Co-Directors shared notes about policy and will be voted on in July meeting.
- New Director Welcome Reception
A welcome reception will be planned involving staff and the public for new Library Director
- Trustee Campbell made the motion to adopt the New York State policy on the rights of employees to have a designated area to express breast milk in the work place. Seconded by Trustee Walter. Liz Cole asked if there are currently areas for patrons to do the same and Theresa shared that the library has signage indicating that the library supports breast feeding and staff can help patrons find a private place if needed.

9. Determine Next Meeting Date

Board decided to continue meeting throughout summer months and will meet in July and August.

Next meeting date is July 17 at 6:30 pm. Please notify Lauren if you are unable to attend a meeting. Please send any new agenda items by Friday, June 5.

President Mossotti-Kline thanked the Interim Co-Directors Kay Zaharis and Priscilla Berggren-Thomas for the significant role they played during this time of transition at the library and shared how nice it is that they wish to continue to be a part of the team in part-time and volunteer capacities.

10. Adjourn

Trustee Cole made a motion to adjourn, seconded by Trustee Martin. Motion carried.

Meeting adjourned at 7:41pm.

Respectfully submitted

Mike Anderson, Secretary, Board of Trustees