

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

Meeting Minutes

Board Members

Julie Campbell, Liz Cole, Bonnie Haines, Kim Hay, Kathleen Hennessy, John Hoeschele, Lauren Mossotti-Kline, Kristina Petrella, Glenn Reisweber, Myron Walter, Mark Webster

Excused: Mike Anderson, Mark Martin, Bryan Riccardi

Absent: Eugene Waldbauer

Others Present

Staff: Director, Jessica Magelaner; 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 June 26 regular meeting, seconded by Trustee Cole. Motion carried.

4. Review and Vote to Receive Financial Statements

- Trustee Webster moved to accept June 2024 financial statements, seconded by Trustee Hennessy. Motion carried.

5. Old Business

- Second review and vote – Collection Development & Management Policy
This vote is tabled until Director Magelaner has a chance to review the collection and provide her input.
- Security/cleaning discussion
Trustee Petrella gave a report of research she did of what some other libraries are doing for security / public safety. President Mossotti-Kline will make the report available to Trustees to view. The conclusion was that it has become more common for libraries to have someone in this type of position. Discussion followed for next steps here at CFL including exploring a joint position of security and cleaner as was first suggested at the June 26 meeting. Trustee Hoeschele had an exploratory conversation with an individual who had expressed interest. Trustee Hoeschele feels if the Board ever goes in this direction it would be worth pursuing this individual. The Personnel

Committee has already been brainstorming job titles for a dual position such as this and having received positive feedback from the board, will look into creating a role description for board review at the August meeting.

- Book donations – President Mossotti-Kline shared that we continue to face the challenge of not enough space for donated books. Director Magelaner informed the Trustees of the organization *Betterworld Books* which might be able to receive donated books from CFL. She will look into this option. In the meantime, the library has reached a point where we are no longer able to take donations until such time that an external storage place has been identified.

6. Director's Report

- Highlights of Directors report were as follows:
Meeting with Anna Kelles scheduled for Friday, July 26 at 10 a.m. Trustees are invited to attend. Trustee Hoeschele asked about a community read for the fall which was part of the grant application. Director Magelaner shared her involvement in the family program at the park.

7. Committee Reports Highlights Executive Committee

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

President

- President Mossotti-Kline reported that she welcomed Jessica as new director 7.1 and has had periodic check-ins. She met with Trustee Petrella for onboarding, coordinated welcome meet and greet for Trustees, Volunteers and Donors to meet Jessica, and encouraged committee chairs to introduce themselves as part of Jessica's onboarding.

Development and Marketing

- Chair Hoeschele reported that he and Trustee Walters will be meeting with the Downtown Cortland Historical Commission in August for sign approval. Director Magelaner also offered to attend the meeting.

Building Grounds and Tech

- Chair Walter reported that an arborist was contacted to take a look at the trees out front because of concern they are dead. The trees are stressed, not dead and will be left alone until Spring.
- A structural engineer has been contacted in regards to the AC work. Otherwise still waiting for information from RW Danforth.
- An estimate is being sought from a general contractor and mason for the elevator shaft. Once that is received the estimates from Elevattitt and Schindler for the elevator will be reviewed.

Long Range Planning

- Next meeting will be scheduled before the August regular board meeting.

Nominating

- Chair Reisweber reported that there are no new updates.

Personnel

- Committee will be working on a job description for a dual cleaner / security position. They have also begun work on the director evaluation process/timeline and will be looking for an evaluation program to use.

Finance and Investment

- Trustee Webster gave a brief update of the committee's meeting with Morgan Stanley and gave the committee's recommendation of switching the CFCU checking and savings accounts to money market accounts. The committee will meet again October 9.
- Trustee Webster emphasized the current healthy financial status of the library's investments and encouraged trustees to be thoughtful about how to use these resources to further the mission of the library in the months and years ahead, suggesting this is something we can consider in our Long Range Planning.

Friends

- Trustee Riccardi continues to explore options for storage space for donated books.
- Brad Meade will look into having a presence at the upcoming porchfest in August.

DPIL

- Current enrollment 553.

8. New Business

- Vote for CFCU Bank Account transition Trustee Haines made a motion to approve the transition of the current CFCU accounts to Money Market Accounts as recommended by the finance committee, seconded by Trustee Hennessy. Motion carried.
- Insurance policy renewal
Waiting to hear back concerning a large premium increase in building insurance. Director Magelaner will follow-up with rep requesting an update.
- Extreme heat protocol
Trustees provided feedback and suggestions related to how to respond to the instances of extreme heat in those areas of the library that are not currently air conditioned. The board will leave the closing of the library due to extreme heat up the Director's discretion and President Mossotti-Kline extended the option for Director Magelaner to reach out to her for consultation and support at any point should she have questions or concerns in those instances.

9. Next Meeting Date

Next meeting date is August 21 at 6:30 pm. Please notify Lauren if you are unable to attend a meeting. Please send any new agenda items by Friday, August 9.

10. Adjourn

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

Meeting adjourned at 7:31pm.

Respectfully submitted

Theresa Mekeel, Assistant to the Director