

**CFL Regular Board Meeting  
August 28, 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, Kristina Petrella, Kim Hay, Eugene Waldbauer, Kathleen Hennessey, Mark Webster

Excused: Liz Cole, Bryan Riccardi

**Others Present**

Director: Jessica Magelaner

Staff: Assistant Director Theresa Mekeel

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

3. **Approval of Minutes**

- Trustee Webster moved to accept minutes from July 17, 2024 regular meeting, seconded by Trustee Haines. Motion carried.

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

- Trustee Hennessey moved to accept July 2024 financial statements, seconded by Trustee Campbell. Motion carried.

5. **Old Business**

- Second Review and Vote-Collection Development and Management Policy  
Director Magelaner reviewed with Trustees her updates.  
Trustee Hoeschele moved to approve the updated Collection Development and Management Policy, seconded by Trustee Hay. Motion carried.
- Safety and Facilities position update  
The next step is for the Director to post the job and spread the word locally and begin interviewing candidates, the goal is to bring someone on board in September.

- Insurance Policy renewal update  
Director Magelaner shared update from meeting with Jeremy Boylan and research with FLLS regarding increase of deductible, a suggestion was made to have resources available to cover higher deductibles if needed.  
Jeremy shared that Utica National does offer cyber security coverage but acknowledged that the library does not have significant exposure. He did recommend the option to purchase the Employment Practices Liability Rider. The current plan includes directors and officer's coverage which would come into play in case of action taken by patrons and/or community members, but the CFL does not have coverage pertaining to employee related action taken in response to action of the board. Jeremy quoted an annual cost of no greater than \$1250 for EPLI coverage.

Trustee Haines made a motion to approve the addition of an Employment Practices Liability Rider to the CFL's insurance plan at an annual fee of \$1250, however Haines then moved to approve an amended annual fee of \$1500 to provide extra price cushion if needed. Seconded by Trustee Hennessey. Motion carried.

## 6. Director's Report

- Highlights of Directors report were as follows:  
Director Magelaner was unable to attend NYLA Legislative Conference on August 21 due to health/covid exposure concerns. She was interviewed by Jack Lakowsky of the Cortland Standard on August 22. She completed social media policy draft, now ready for review. Director Magelaner collaborated with Cortland Youth Bureau with "Arts, Parks and Books" program and story time at Suggett, also partnered with SUNY Cortland Athletics 1000 minute reading challenge. She shared a summary of an incident which resulted in filing a police report for damage to a ventilation system grate. She also mentioned the current CFL Art exhibit, featuring Sharyn Madison's work in August and Austin MacRae's work which will be featured in September.

## 7. Committee Reports

### Executive Committee

- President Mossotti-Kline reported that committee did not meet since last report, but was consulted via email for feedback regarding bringing the insurance rider to the full board for a vote.

### President

- President Mossotti-Kline reported that she has had periodic check-ins with Director Magelaner, for planning, etc. also had a meeting with Director and insurance representative on August 7. In addition Mossotti-Kline met with various Trustees in August.

### Development and Marketing

- Chair Hoeschele reported that no committee meeting was held in August due to scheduling issues, will try again in September. CFL Sign application has been approved by City Historic Commission, still needs sign off by city Code Inspector and will have paperwork to him by end of week.

### Building Grounds and Tech

- Chair Walter reported that one of the A/C condensing units was vandalized earlier this month, bottom grill was broken. Temporary grill was installed and replacement grill is on order. Elevator modification updates to be discussed at today's board meeting. HVAC renovations, Jon Carnes suggested rooftop solution with A/C supply ductwork at north and south mezzanine walls.

### **Long Range Planning**

President Mossotti-Kline working to schedule meeting, committee will need to recruit a committee member. Committee will discuss a community needs assessment.

### **Nominating**

Chair Reisweber reported that he is coordinating with Director to receive input and suggested reading list to finalize new board member onboarding process. Reviewing Trustee mandatory training and considering improvement opportunities for this process.

### **Personnel**

Chair Hay reported that Committee created job description for new position of CFL Safety and Facilities specialist. Committee is currently working on choosing a program to use for employee evaluations, for the Trustees to evaluate the Director and the Director to evaluate the library staff.

### **Finance and Investment**

Chair Webster reported that his committee met with Personnel committee and Director on August 22 to discuss the financial parameters of the proposed new position. Committee will advise and support Director in the budget preparation process in the upcoming months as noted in the recently updated Director's role description. All account signatory transitions at CFCU including the money market account have been finalized.

### **Friends**

Trustee Riccardi continues to explore options for storage space for donated books. Logistics did not work out for book sale at Porch Fest this year. Friends are considering book sale at this year's Pumpkin Fest

### **DPIL**

Current enrollment 554.

Vivian reported that USPS postage increases were reflected in the September DPIL invoice. The Dollywood Foundation continues to be mindful of these increases and has always tried to balance out the overall cost by managing the book costs.

## **8. New Business**

- **Elevator next steps-vote**

Trustee Walter updated board on Elevator aspect of construction project and recommended locking in current upgrade estimate of \$526,500 before prices increase.

Trustee Hennessey made a motion to move forward with a commitment to approve the Elevator Upgrade at a cost not to exceed \$526,500, seconded by Trustee Reisweber. Motion carried.

**Social Media Policy-first review** Director Magelaner has reviewed the policy and made comments to board. One concern is whether the CFL Facebook page is deemed a public forum and the monitoring of patron's comments may be a violation of First Amendment rights. Further research will be done with anticipation of policy being on September agenda for a vote.

**Centennial Discussion** 2025 will mark the 100<sup>th</sup> anniversary of the Library's Charter. President Mossotti-Kline suggested that staff, trustees and community members be asked to form an Ad Hoc committee to begin to brainstorm ways to mark the occasion. Trustee Petrella offered to chair this committee.

**9. Next meeting date-Wednesday, September 18, 2024 at 6:30 pm**

- Please have agenda items and any corresponding documents to President or Director by Monday, September 9

**10. Adjourn**

Trustee Hay made a motion to adjourn, seconded by Trustee Reisweber. Motion carried.

Meeting adjourned at 7:26 pm.

Respectfully submitted

Mike Anderson

Secretary, Board of Trustees