

**CFL Regular Board Meeting
September 18, 2024 6:30pm**

Meeting Minutes

Board Members

Lauren Mossotti-Kline, John Hoeschele, Julie Campbell, Bonnie Haines, Myron Walter, Kristina Petrella, Kim Hay, Eugene Waldbauer, Kathleen Hennessy, Mark Webster

Excused: Mike Anderson, Liz Cole, Mark Martin, Bryan Riccardi

Participating remotely: Glenn Reisweber

Others Present

Director: Jessica Magelaner

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

Regular Meeting

1. **The meeting was called to order at 6:31 pm by President Mossotti-Kline**

2. **Public Comment**

Advance notice encouraged: email director@cortlandfreelibrary.org and/or cfltrustees@gmail.com.

3. **Approval of Minutes**

- Trustee Hennessy moved to accept minutes from August 28, 2024 regular meeting, seconded by Trustee Campbell. Motion carried.

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

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

5. **Old Business**

- Safety and Facilities position update
Director Magelaner received 29 applications for the Safety and Facilities position and interviewed 3 candidates. The position was offered to Craig Larimer who is able to begin on October 7, 2024.
- Insurance Policy rider update
President Mossotti-Kline has been working on the Employment Practices Liability Rider application with Trustees Haines and Hoeschele. She will contact Jeremy Boylan with further questions and work with Director Magelaner to get the application finished.
- Elevator Next Steps
Trustee Walter reported that there is now a signed proposal with Elevattitt. Elevattitt has invoiced CFL and expects 50% of payment before they proceed. Trustee Walter is expecting it will take 4-5 months for manufacturing of parts, so a spring start of the elevator project can be expected.

- Second review and vote – Social Media Policy
Director Magelaner will have the Social Media Policy edits ready for review and vote at the October meeting.

6. Director's Report

- Highlights of Directors report were as follows:
 - A meeting is planned with Erin Vallely from Access to Independence of Cortland County to assess technology accessibility for the library.
 - Director Magelaner will be attending Anna Kelles & Lea Webb's Press Release at Groton Public Library on Thursday, September 19.
 - Youth Services Assistant, Emma Mahon, resigned on 9.15.2024 via email. A search will begin soon for the position.

7. Committee Reports

Executive Committee

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

President

- President Mossotti-Kline reported that she has had periodic check-ins with Director Magelaner, for planning, etc. President Mossotti-Kline received a resignation letter from Trustee Mark Martin that she read to the Trustees. Trustee Martin's last meeting will be the October meeting.

Development and Marketing

- Chair Hoeschele reported that no committee meeting was held. CFL Sign application has been approved by all that need to and the project can move forward. The company has invoiced CFL and will await 50% of payment before proceeding. Committee discussed how to spend JM McDonald grant (windows or match). Using it for repair of windows especially under the mezzanines that will be enclosed to provide those areas with fresh air was the recommendation. Buildings & Grounds Committee will proceed in getting a quote on the repair of the windows.

Building Grounds and Tech

- Chair Walter reported that Danforth has been contacted for designs to place 2 rooftop AC units (one on the North end, one on the South end) with boxes for the ductwork in the arches of the walls inside. The parapet wall is 3' high, it will depend on how tall the units are if they are visible from the ground. SHPO (State Historic Preservation Office) will have to give a final okay on design / placement of roof top units. Chair Walter will be in contact with Jon Carnes regarding final inside designs.

- **Long Range Planning**

Meeting scheduled for Monday, 9.30 at 5:30 p.m. Committee will discuss a community needs assessment and consider community members to invite to join the committee.

- **Nominating and Trustee Development**

Will review Trustee annual training during new business.

- **Personnel**

Report stands as submitted, nothing additional to add.

- **Finance and Investment**

Committee has an agenda item to discuss under New Business. Nothing other to report.

- **Friends**

The Cortland Free Library Friends group is on hold at this time.

- **DPIL**

Current enrollment – 543.

Cortland Community Foundation's annual Philanthropy Challenge, the Imagination Library's main fundraiser, is coming up in November. Vivian would appreciate Trustee's suggestions of possible new donors, or if any trustee would be willing to co-sign a letter to someone they know please contact her. The 10th year of offering the Imagination Library to the Cortland community is coming up!

8. New Business

- **Trustee Education Options Discussion**

Trustees are required to do two (2) hours of continuing education (not including the mandatory sexual harassment training) each year. President Mossotti-Kline has added a tab to the Trustee Education Activities page of the Google Doc to include webinars that are available, including recorded webinars.

In order to help Trustees meet these standards, and enhance their knowledge as board members Trustee Reisweber, Nominating and Trustee Development Chair, presented four options to complete the two (2) hours of continuing education.

Option #1, change nothing – Trustees would complete the two (2) hours on their own. The Nominating Committee would pick up the duties and responsibilities of tracking and promoting opportunities to the board.

Option #2, a two (2) hour discussion, tailored to what Trustees deems important, facilitated by Sarah Glogowski of FLLS, possibly in off-site location, with social element incorporated.

Option #3, a hybrid option, having Sarah Glogowski join for a one (1) hour session and then Trustees are responsible for the other hour on their own. Regular business meeting will be briefer that month.

Option #4, the same concept as Option #2 but broken down into two (2) one hour sessions.

After discussion it was decided that Trustees would remain responsible for the two (2) hours of continuing education on their own for the remainder of 2024. Beginning in 2025 Option #3, a hybrid option, would take effect. Sarah Glogowski will be contacted to provide a one (1) hour session of continuing education and Trustees would be responsible to complete one (1) hour on their own.

- **Community Daytime Shelter Discussion**

Matt Whitman, Executive Director of Rural Health Institute, and head of the Coalition that is tasked with finding a solution for a daytime warming center is approaching area businesses / groups including the Library asking for help to fund a short-term solution.

They are looking to staff a low threshold warming center in the basement of Grace and Holy Spirit church that would be open from 11 a.m. to 6:30 p.m. from November to April. They need \$12,500 per month, for a total of \$75,000, for staffing that would include one (1) supervisor and two (2) other staff people. Their ask of the library is for \$25,000.

Thoughtful discussion included consideration given to whether or not the library should consider this. Some trustees acknowledged that it would be a way to give back to the community, and the endowment is in a healthy position to offer support. Other comments addressed the importance of

staying focused on the mission and needs of the library and looking to additional businesses and organizations to help support this community initiative. President Mossotti-Kline pointed out that while this was brought forth by the Finance committee for discussion, a vote would not take place at this meeting. She encouraged the trustees to give it considerable thought before the October meeting when the request would be revisited. Some trustees asked if supporting the endeavor at a lower amount would be considered, or if we could give back to the community in other ways (i.e. giving to DPIL, giving a scholarship)?

President Mossotti-Kline offered to invite Matt Whitman to speak about this initiative, using the Library as a location for his talk, and will encourage him to invite other area businesses and organizations to attend. The trustees decided that would be the best next step and therefore she will contact him about coming to present in the coming weeks.

9. Next meeting date-Wednesday, October 16, 2024 at 6:30 pm

- Please have agenda items and any corresponding documents to President Mossotti-Kline or Director Magelaner by Monday, October 7th.

10. Adjourn

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

Meeting adjourned at 7:44 pm.

Respectfully submitted
Theresa Mekeel
Assistant to the Director