

**CFL Regular Board Meeting  
October 16, 2024 6:30pm**

**Meeting Minutes**

**Board Members**

Lauren Mossotti-Kline, John Hoeschele, Julie Campbell, Liz Cole, Kristina Petrella, Kim Hay, Kathleen Hennessy, Mark Martin, Bryan Riccardi, Mark Webster, Glenn Reisweber  
Excused: Mike Anderson, Bonnie Haines, Myron Walter  
Absent: Eugene Waldbauer,

**Others Present**

Director: Jessica Magelaner  
Staff: Assistant Director Theresa Mekeel, Library Materials and Cataloging Specialist Aimee Dorward, Safety & Facilities Specialist Craig Larimer

**Regular Meeting**

1. **The meeting was called to order at 6:31 pm by President Mossotti-Kline**
2. **Executive Session**  
Trustee Hennessy made a motion to convene into executive session to discuss matters pertaining to personnel compensation recommendations. Trustee Cole seconded, motion carried.
3. **The regular meeting was reconvened to public session at 6:44 p.m. by President Mossotti-Kline.**
4. **Vote to approve personnel compensation recommendations**  
Trustee Campbell made a motion to approve the director's recommended salary range increase of 3.5% - 6% for the 2025 budget. Trustee Martin seconded, motion carried.

**5. Public Comment**

Advance notice encouraged: email [director@cortlandfreelibrary.org](mailto:director@cortlandfreelibrary.org) and/or [cfltrustees@gmail.com](mailto:cfltrustees@gmail.com). No public comment requested.

**6. Trustee Recognition**

Trustee Martin has made the decision to step down from the board, tonight's meeting being his final meeting.

President Mossotti-Kline recently met with Trustee Martin to reflect back on his years serving as a trustee. His service spans back to 2001 / 2002, representing at least 22 years as a Trustee of the library. He mentioned that his first couple of years on the board were while Mr. Warren Eddy was the library director.

During some of those years, Mark also served as Treasurer and Chair of the Finance committee.

Trustee Hennessy, with almost as many years on the board, shared her memories working with Mark. When she served as a representative of the Cortland City Council, Mark shared a library agenda and budget with Kathleen, when requested, which was not the standard at the time. After Kathleen was ready to step down as board treasurer Mark stepped up to take on that role. Kathleen spoke of Mark's kindness, dry sense of humor, experience and voice of reason, all of which will be missed.

President Mossotti-Kline expressed the board's appreciation to Mark for all that he has devoted to the library, presenting him with a gift, and shared the hope that he will always find the library as a welcoming

place to return to for many years to come.

Mark let the board know that it has been an honor and privilege to serve on the library board.

## **7. Approval of Minutes**

- Trustee Hoeschele moved to accept minutes from September 18, 2024 regular meeting, seconded by Trustee Hennessy. Motion carried.

## **8. Review and Vote to Receive Financial Statements**

- Trustee Hay moved to accept September 2024 financial statements, seconded by Trustee Martin. Motion carried.

## **9. Old Business**

- **Youth Services Library Assistant Update**

Four candidates were interviewed for the position of Youth Services Library Assistant. The position was offered to Grant Lee, who began on Tuesday, October 15, 2024.

- **Second review and vote – Social Media Policy**

Trustee Hennessy made a motion to approve the Social Media Policy as presented, Trustee Campbell seconded. Motion carried.

- **Community Daytime Shelter Discussion**

The board had been approached at the September meeting regarding a request for a donation to support the daytime center in the basement of Grace and Holy Spirit Church which is set to open on November 4 to help provide a much needed space for people currently without housing in our community.

It was decided at that time that the best next step would be to offer to Matt Whitman, Executive Director of RHI and Chair of the Housing Coalition, the opportunity to speak here at the library to a specific audience that might be interested and able to support the financing needed to sustain this center.

President Mossotti-Kline has been in contact with Matt who assured her that there are some donors and funding sources that make it certain that the center will open on their target date of Monday, November 4<sup>th</sup>. While Matt understands that the initial ask was quite large, any and all donations of any size are appreciated.

Matt liked the idea of inviting local business owners as well as area churches to an informational meeting. Jenn Manis of Grace and Holy Spirit, also a coalition member, had already presented to area church leadership, but thought inviting the Pastor and members of UPC made sense, focusing on more of “neighborhood” talk.

President Mossotti-Kline reached out to Bob Haight of the Chamber, also a coalition member, who agreed to share the details of the talk to business owners near and along Main Street.

The talk, to an invited group, will take place at the library on Wednesday, October 30 at 5:15 p.m. Matt will share information about the intended use of the space in the basement of Grace and Holy

Spirit Church, the financial model and what is still needed, and will answer questions from the group. Everyone will then be invited to walk across the street to tour the space. Invitations will be sent out soon. We will not be voting on a financial contribution from the library this evening as we agreed to first hear Matt's talk.

- **Centennial Celebration Discussion**

Trustee Petrella and Director Magelaner shared ideas that they have discussed so far on how to celebrate the library's centennial. They also received ideas from a recent staff meeting. The actual day of the centennial will be Sunday, July 20, 2025. They will continue to meet and plan, keeping the board updated as things progress. Also of note is that 2025 will be the UPC's 200<sup>th</sup>, and the Historical Society's 75<sup>th</sup> birthdays.

Ideas discussed this evening included: having a celebration in the park with local businesses involved so that it can be more of a community event celebrating the library instead of the library celebrating itself; reaching out to the Cortland Historical Society; having a list of 100 recommended books; piggybacking with some other event to draw people in – i.e. Touch the Truck event, or Dan the Snakeman; asking Vivian about some way to include DPIL in the celebration and doing some kind of historical scavenger hunt.

## 10. Director's Report

- Highlights of Directors report were as follows:

The library is participating in the Great Give Back by collecting donations for the Cortland County SPCA.

In collaboration with SUNY Cortland Athletics, kids who completed the 1,000-minute reading challenge were given tickets to attend a SUNY Cortland Football game on Saturday, October 5. About 52 of the 87 kids that completed the challenge attended the game, they also received a t-shirt and met the players.

Craig Larimer, recently hired Safety & Facilities Specialist gave an update of his first few weeks on the job.

## 11. Committee Reports

### Executive Committee

- President Mossotti-Kline reported that the committee met briefly this week.

### President

- President Mossotti-Kline reported that she has had periodic check-ins with Director Magelaner, for planning, etc. President Mossotti-Kline attended Finance and Personnel committee meetings and visited and toured FLLS offices in Ithaca. She will be attending the FLLS Annual Meeting on Friday, October 18 in Ithaca.

### Development and Marketing

- Chair Hoeschele reported that work continues with the sign project and it will be installed soon. Committee chair pressure-washed the front steps, and PR work was done for Director Meet & Greet.

### Building Grounds and Tech

- Chair Walter reported that new tempered glass has been ordered for both of the main entry interior doors following damage to one of them.

Regarding the elevator: Delaware Elevator is finalizing their shop drawings. Elevattitt will schedule a meeting with CFL as soon as they are received. Crawford & Stearns will finalize architectural details

based on elevator shop drawings and opening measurements.

Regarding HVAC: RW Danforth has provided approximate rooftop unit dimensions and weights for single RTU option and two RTU option. Top of elevation for both RTU solutions would be higher than top of parapet wall. SHPO has been contacted regarding what (if any) unit line-of-sight will be acceptable which will affect the unit locations.

- **Long Range Planning**

Committee met Monday, 9.30 at 5:30 p.m. and reviewed questions and logistics for a community needs assessment. They identified community groups to participate in a focus group. Committee will regroup to evaluate progress at month end. Chair Mossotti-Kline shared Trustee Cole's information about the Cortland County Strategic Plan that is online and currently open for receiving public feedback. The 227 page document can be found at [www.elevatecortland.com](http://www.elevatecortland.com) and feedback can be sent to [planning@cortlandcountyny.gov](mailto:planning@cortlandcountyny.gov) until 11.26.

- **Nominating and Trustee Development**

Chair Reisweber reported that Sarah Glogowski, FLLS Director, has agreed to facilitate a 60-90 minute session next year (sometime between January – March) that will meet the NYS Library Ed requirement of Trustee Education.

- **Personnel**

Committee met with Director Magelaner to help prepare 2025 proposed salary and hourly compensation for recommendation to the finance committee. Helped to coordinate refreshments for Director Meet & Greet event.

- **Finance and Investment**

Committee met on 10.9 with Morgan Stanley to review investment performance and as a committee following the MS meeting. The portfolio has grown by 18%. 2025 Budget preparations were discussed, as were the personnel committee recommendations for salary and hourly compensation lines of the budget. The committee is working on editing the Endowment Spending Policy and will bring it to the full board for a vote when finished.

- **Friends**

The Cortland Free Library Friends group is on hold at this time. Brad is serving on the Long Range Planning Committee, and findings from the community needs assessment will likely help inform the mission and objectives of a future Friends group.

- **DPIL**

Current enrollment – 539.

The 10<sup>th</sup> year of offering DPIL to the Cortland community has begun!

Cortland Community Foundation's annual Philanthropy Challenge, the Imagination Library's main fundraiser, continues through November. Vivian has submitted a grant application for funds for DPIL through Cortland Community Service Club.

## 12. New Business

- **Financial Review vs an Audit**

Our independent bookkeeper, Kacie, is coordinating the financial review this year as audits are not scheduled every year.

## 13. Next meeting date-Wednesday, November 20, 2024 at 6:30 pm

- Please have agenda items and any corresponding documents to President Mossotti-Kline or Director Magelaner by Monday, November 11.

**14. Adjourn**

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

Meeting adjourned at 7:49 pm.

Respectfully submitted  
Theresa Mekeel  
Assistant to the Director