**CFL Regular Board Meeting**
**November 20, 2024 6:30pm**

**Meeting Minutes**

**Board Members**
Lauren Mossotti-Kline, John Hoeschele, Mike Anderson, Julie Campbell, Bonnie Haines, Glenn Reisweber, Myron Walter, Kristina Petrella, Kim Hay, Eugene Waldbauer, Kathleen Hennessy, Mark Webster
Liz Cole, Bryan Riccardi
**Others Present**
Director: Jessica Magelaner
Staff: Assistant Director Theresa Mekeel, Safety and Facilities Specialist Craig Larimer,
Kacie Hader, CPA

**Regular Meeting**

**1. The meeting was called to order at 6:30 pm by President Mossotti-Kline**

**2. Executive Session**
Trustee Haines made a motion to convene into executive session to discuss matters pertaining to personnel and holiday acknowledgements. Seconded by Trustee Cole. After discussion motion was made to reconvene to public session by Trustee Webster, seconded by Trustee Walter.

**3. Public Comment**

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

**4. Safety and Facilities Update**

Craig reported that there were 32 incidents in the October report. Out of the 32 calls there was one two year no trespass order issued and one one month and one day ban. In addition to the non emergency calls there were six patrons who received a one day ban, but as two were second offenders they received a one week ban. Craig is working with police dept. to enforce no trespassing on library property after closing. Overall a decrease in incidents reported in November.

**5. Approval of Minutes**

- Trustee Webster moved to accept minutes from October 16, 2024 regular meeting, seconded by Trustee Campbell. Motion carried.

**6. Review and Vote to Receive Financial Statement**

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

**7. Old Business**

- **Endowment Spending Policy, review/vote**
  Trustee Haines made a motion to approve the Endowment Spending policy as presented. Seconded by Trustee Waldbauer. Motion carried

- **The Grace Space, Gift Discussion/vote**
  After discussion by the Trustees of possible gift or donation suggestions, no decision was made so no vote was taken. The matter will be discussed further in future meetings.

- **Centennial Celebration Discussion**
  Trustee Webster made a motion to approve an initial expenditure of $5000 from the Trustee Endowment for start up cost items for the Cortland Free Library Centennial Celebration. Seconded by Trustee Hennessey. Motion carried.

- **Trustee Education reminder, update re: policy**
  Trustee Reisweber reminded trustees that 2 hours of education plus sexual harassment training are required and deadline for training is December 31. Completed training can be reported on Google Drive 2024 Trustee Education Activities Record.

**8. Director's Report**

- Highlights of Director's report were as follows:
  Had a staff meeting in November to discuss long range planning. Met with Craig and Pastor Jenn to discuss Grace Space. Received a FLLS member library collections grant for 2024 for $2000. Director attended NYLA meeting and attended workshops. Topics included were strategic And long range planning, creating effective reports to the community. She also mentioned a "Maker in Residence" program in 2025 involving members of the community, teaching kids, teens and adults, examples being woodworking, arts, crafts, etc. Director will be looking into this.

**9. Committee Reports**

In the interest of time, President Mossotti-Kline asked the members present to please consult the committee summary document and present any questions prior to the end of the meeting. Summary points from the document are highlighted below.

- **Executive Committee**
  President Mossotti-Kline reported that she met on 10/14 with the Exec Committee and Trustee Reiswebber to discuss board vacancy and total board seats.

- **President**
  President Mossotti-Kline reported that she had periodic meetings with Director Magelaner. Met with former Trustee Mark Martin thanking him for his library board service. Attended FLLS annual meeting in October. Met with VP Hoeschele on 2025 budget and endowment allocations discussion. Made edits to endowment spending policy per Finance committee for board review.

- **Development and Marketing**
  Committee chair Hoeschele met with Director Magelaner and President Mossotti-Kline about committee's goals, process, resources and to get a sense of Director's vision. After meeting Hoeschele developed spreadsheet to provide potential direction for 2025 ongoing marketing

activities. Submitted required 6 month report to the JM McDonald Foundation. New library sign installed and promoted on social media.

- **Buildings, Grounds and Tech**
  Chair Walter reported on recently completed items: Main entry vestibule doors, glass mezzanine lighting, new CFL exterior sign installed. HVAC renovation exploration with engineer and architect continue to determine placement. Deleware Elevator is finalizing drawings. Heritage Masonary site visit on 11/5 related to roof parapet work.

- **Long Range Planning**
  Chair Mossotti-Kline reported that Director Magelaner continues community needs assessment meetings/focus groups. Committee will regroup to evaluate feedback and next steps at conclusion of assessment.

- **Nominating and Trustee Development**
  Chair Reisweber reported that CFL officer slate completed by committee. Trustee mandatory education memo/policy drafted for committee and director review. Will bring to December board meeting for review.

- **Personnel**
  Chair Hay's committee did not meet since last report. Hay and President will meet with director to begin 2025 goal discussion.

- **Finance and Investment**
  Chair Webster's committee met on 11/5 to review 2025 draft budget and provide feedback for edits prior to full board review. Budget will be discussed In November board meeting. Endowment spending policy discussed and edits reviewed, edits to be discussed at November board meeting.

- **Friends**
  No report at this time. Waiting for results of community needs assessment as objectives for future new Friends of Library group.

- **DPIL**
  Vivian reported that current enrollment is 542. Cortland Community Service Club awarded DPIL $1584. The Cortland Community Foundation Philanthropy Challenge ends November 15.

**10. New Business**

- **Financial Review/Audit**
  CPA Kacie Harder reported that 2023 review will be presented at December board meeting. Also will address if audit is need for 2024.

- **2025 Budget Review**
  Trustee Campbell made a motion to accept 2025 budget as presented, seconded by Trustee Hoeschele. Motion carried.

- **Tax Levy discussion/vote**
  Trustee Hennessy made a motion to approve the intention to keep the tax levy at the standard 2% increase and not ask taxpayers for an increase above the tax cap in the May 2025 vote, seconded by Trustee Cole. Motion carried.

- **Present 2025 Slate of Officers**
  Chair Reisweber presented the 2025 slate of officers: Vote to take place in December Board Meeting.
  President Lauren Mossotti-Kline
  Vice President: John Hoeschele
  Financial Officer: Mark Webster
  Secretary: Mike Anderson

- **Trustee Term Renewals**
  Trustee's Hennessey, Waldbauer and Anderson have all agreed to an additional term on board

- **Empty Board Seat**
  Executive session in December to discuss

**11. Next meeting date-Wednesday, December 18, 2024 at 6:30 pm**
Please have agenda items and any corresponding documents to President or Director by Monday, December 9.

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

Meeting adjourned at 8:13 pm.

Respectfully submitted
Mike Anderson
Secretary, Board of Trustees