CFL Regular Board Meeting
February 19, 2025 6:30pm

Meeting Minutes

Board Members
Attending: John Hoeschele, Julie Campbell, Myron Walter, Kristina Petrella, Kim Hay, Liz Cole, Mark Webster, Eugene Waldbauer
Attending via Zoom:
- Bonnie Haines, 1835 Magnolia Drive S., Fort Meade, Florida 33841
Excused: Lauren Mossotti-Kline, Mike Anderson, Bryan Riccardi, Kathleen Hennessy, Glenn Reisweber

Others Present
Director: Jessica Magelaner
Staff: Assistant Director Theresa Mekeel, Safety and Facilities Director Craig Larimer
Guests: Morgan Spaulding, Cortland County Grant Administrator & Melanie Vilardi, Cortland County Deputy Administrator

Regular Meeting

1. The meeting was called to order at 6:30 pm by Vice President Hoeschele

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

3. Safety and Facilities Update

- Craig reported that there have been two incidents of unresponsive patrons in the bathroom. One had Narcan administered by EMTs, and the other had Narcan administered by staff; both recovered. Since these weren't the first instances of issues with either patron, they were both given a two-year trespass notice.
- The downstairs bathrooms have been designated for children and families unless AS staff call down that they are sending someone down. This will cut down on abuse of the bathrooms and YS staff having to monitor them as closely.
- One other patron was given a trespass notice for disorderly conduct in the library, and one patron was banned for one month for abuse of bathroom privileges.

4. Approval of Minutes

January 22. 2025, Regular Board Meeting

- Trustee Campbell moved to accept minutes from the January 22, 2025 regular meeting; this was seconded by Trustee Petrella; and the motion carried.

5. Review and Vote to Receive Financial Statement

January 2025 Financials

- Trustee Webster moved to accept January 2025 financial statements; a second by Trustee Waldbauer followed; the motion approved.

6. Director's Report

- Highlights of Director's report were as follows:
    - Our Tax Levy was filed in February (rather than December), a delay attributable to issues with an outdated CFO listing in the County's system. The annual report draft was completed for Trustee vote before proceeding to FLLS for its review. We are looking to provide feminine hygiene supplies in the library's bathrooms, an initiative that will hopefully be funded by one or two grants (e.g., Cortland County Youth Bureau or the Aunt Flo program through FLLS); more information will be provided on this at the March meeting.

7. Committee Reports

- **Executive Committee**
  President Mossotti-Kline reported that committee did not meet since the last board meeting.

- **Development and Marketing**
  Committee chair Hoeschele reported that the committee had not met since last report, however Committee member Cole has been meeting with and contributing to the centennial marketing efforts and Hoeschele was able to regain access to the website and make some needed updates.

- **Buildings, Grounds and Tech**
  Chair Walter reported that Jon Carnes (architect) has begun drafting of drawings for general contract work required for elevator shaft extension. JBK Builders and WL Kline have expressed interest in the project and will be given documents for estimating, when they are available. Carnes and a structural engineer are working on drawings for HVAC roof access and support duct installation above the Main Reading Room ceiling; designs will be based on a single 25-ton roof-top unit.

  Finally, a document/proposal for Security Cameras was presented with priorities and cost estimates. After discussion, a motion was made by Trustee Waldbauer to fund the top priorities (12 cameras, installed) amounting to $14,100 (plus a 10% contingency); the motion was seconded by Trustee Hay; and the motion was carried unanimously. Myron will work with the finance committee for a source of funding, since this was an unbudgeted capital project.

- **Long Range Planning**
  Chair Mossotti-Kline reported that the committee did not meet since last report.

- **Nominating and Trustee Development**
  Chair Reisweber continues efforts to fill the vacant trustee seat, working off the board approved list.

- **Personnel**
  Chair Hay reported that the committee did not meet this month.

- **Finance and Investment**
  Chair Webster's said committee met on January 28 with Morgan Stanley advisors. Trustee Waldbauer was welcomed to the committee. The committee discussed the probable need for endowment funds to cover likely cost overruns with the construction project.

- **Friends**
  Chair Riccardi reports that group is on pause. Recruitment of new Friends group will begin after completion and reviewing results of Community needs assessment.

- **DPIL**
  Vivian reported current enrollment is at 547. Guthrie Cortland announced it will become a DPIL business partner at the $1500 level. Paperwork is in progress. On February 5th Vivian was presented with a $1500 check for DPIL at the Breakfast Rotary meeting when she was giving a DPIL update. Vivian will be speaking at the Kiwanis Club meeting on March 18.

8. Old Business

- **Update on Trustee funding allocation for community outreach / "Roots of Reading proposal**
  Trustee Hoeschele summarized the status of the proposal at this time. Thus far, Trustee Webster has submitted suggested adjustments to the concept document, which Hoeschele has incorporated into a working document. During the meeting, Webster re-iterated some of these and Trustee Campbell suggested we utilize the wording "Board Designated" in describing the fund, which enables the Board to retain the fund in the existing investment accounts and emphasizes the fund will be managed at the Board's discretion. Trustee Hoeschele encouraged Trustees to read through the document again, submitting any/all comments by end of February, with a view toward a vote on the measure in March.

- **Centennial Updates**
  Led by Trustee Petrella, the Centennial Ad-Hoc Committee gave an update of their progress. They have begun to gather quotes and information for food, tents, and permits. Invitations have been sent to NYS Senator Lea Webb and NYS Assemblywoman Anna Kelles. Molly Reagan has been commissioned to do artwork for a Centennial logo and special centennial library card. To acknowledge this year's library financial support of the local Dolly Parton Imagination Library, a framed certificate will be presented to DPIL's chief advocate, Vivian Bosch. Other potential collaborators (i.e. Cortland Historical Society) will be contacted and programs are still being planned.

9. New Business

- **Annual Report**
  Vice President Hoeschele verified that all had the opportunity to review the draft Annual Report submitted by the Director and posted to the Board folder on Google Drive prior to the meeting. Director Magelaner indicated there were no particular hurdles or challenges with this, her first, report – noting that it is clearly a collaborative effort, which includes financial insights from our

CPA/Bookkeeper, Kacie Harder. After affording Trustees the chance to ask questions or comment, Trustee Walter made a motion to accept the Annual Report as presented and proceed with submitting to/reviewed by FLLS (it is due to them by February 21). Trustee Hay seconded and the motion carried unanimously.

- **Policy Review Process for 2025 (Trustee Campbell and Director)**
  Updates to three policies were presented by Campbell and the Director under New Business, namely the Conflict of Interest, Whistleblower, and Computer Use and Internet Access policies. All three were reviewed and approved by unanimous consent (see below), with minor modifications shown and briefly discussed during the meeting -- and noting that each policy will be reviewed again within five years, in accordance with NYS regulations. Trustee Hoeschele offered to finalize and post the policies to the website.
    - Computer Use and Internet Access policy: Motion was made by Trustee Haines, seconded by Trustee Cole, and approved unanimously.
    - Conflict of Interest policy: Motion was made by Trustee Waldbauer, seconded by Trustee Petrella, and approved unanimously.
    - Whistleblower policy: Motioned by Trustee Webster, seconded by Trustee Hay, and approved.

10. Executive Session

While included on the meeting agenda, Trustees did not convene for Executive Session.

11. Adjournment:

Trustee Waldbauer made a motion to adjourn, seconded by Trustee Cole, and carried. The meeting adjourned at 7:16 p.m. The next regularly scheduled Board meeting will be Wednesday, March 19, 2025 at 6:30 p.m.

Respectfully edited/submitted by VP Hoeschele, based on extemporaneous meeting notes from Trustee Webster and Assistant Director Theresa Mekeel