

**CFL Regular Board Meeting
March 19, 2025 6:30pm**

Meeting Minutes

Board Members

Lauren Mossotti-Kline, John Hoeschele, Mike Anderson, Julie Campbell, Glenn Reisweber, Myron Walter, Kristina Petrella, Liz Cole, Eugene Waldbauer

Attending via zoom: Bonnie Haines, 128 Pittman Circle, Westminster, SC and Mark Webster at 632 Stevenson St. , Sayre, PA

Excused: Bryan Riccardi, Kim Hay, Kathleen Hennessy

Others Present

Director: Jessica Magelaner

Staff: Assistant Director Theresa Mekeel, Safety and Facilities Coordinator Craig Larimer

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 and/or cfltrustees@gmail.com.

3. Safety and Facilities Update

Craig reported that there was a hypodermic needle removed from the library, he called to have a 2 year no trespass issued, and there was one unresponsive patron. Non emergency calls 3, one 911 call. 5 patrons received 1 day suspension, 3 patrons received 1 week suspension,. 2 patrons received a 2 year no trespass suspension. Discussion followed his report of challenges facing Craig in enforcing rules for patrons in the library and how additional resources may be needed. President Mossotti-Kline committed to a follow-up meeting with Jessica, Craig and Trustee Petrella to explore possible scenarios for support, especially with The Grace Space closing at the end of April.

4. Approval of Minutes

February 19, Regular Board Meeting

- Trustee Walter moved to accept minutes from February 19, 2025 regular meeting, seconded by Trustee Cole. Motion carried.

5. Review and Vote to Receive Financial Statement

February 2025 Financials

Trustee Waldbauer moved to accept February 2025 financial statements, seconded by Trustee Hoeschele. Motion carried.

6. Old Business

- **Trustee Funding Allocation for community outreach-vote**

“Roots of Reading” motion and vote was tabled pending further discussion with Sarah Glogowski of Finger Lakes Library system on the feasibility of the initiative.

- **Centennial Updates (Kristina and Jessica)**

Planning in progress, save the date invitations being sent out, Centennial logo in final stage of completion.

7. Director’s Report

- Highlights of Director’s report were as follows:

Met with Vivian Bosch to discuss Centennial ideas, signage for book sale room. Met with Craig and Pastor Jenn comparing notes on issues and successes at Grace Space and the library. Made a presentation to the Cortland Rotary Club on March 18 that was well received. The annual report to the community is in progress. Applied for Love your Library Funds Performer and Presenter Mini-Grant for FLLS.

Collaborations included Really Free Market with Cortland County Mutual Aid, continued through February and March. Barry School students created and donated 150 bookmarks to have for patrons as part of their “kindness for our community” project.

Director Magelaner also mentioned that ceiling tile clips has been installed as well as Amazon cameras. She continues to assess needs for server.

Also mentioned were concerns for possible cuts in Federally funded State Library operations. Per a later email update from Sarah Glogowski, FLLS Executive Director, “our members libraries funding is NOT from federal funding except for very small instances, such as e-rate which helps with internet costs, and grant opportunities. FLLS is primarily funded by NY State funding which is through our State legislature and is currently safe.”

8. Committee Reports

Executive Committee

- President Mossotti-Kline reported that the committee had not met since last board meeting. She also touched on the importance of succession planning for smooth transition in board leadership positions and offered to speak with any trustee who might be interested in serving as President or Vice President in the future.

- **President**

President Mossotti-Kline reported she meets with Director monthly for agenda planning and to touch base on any concerns or opportunities at the library for which the board can support. She also coordinated an LRP meeting this month, reached out to committee chairs regarding monthly summaries and updated the 2025 Trustee Roster.

- **Development and Marketing**

Committee chair Hoeschele reported that committee had not met this month. Chair has weighed in on Centennial Logo review. Committee member Liz Cole is serving on the Centennial committee.

- **Buildings, Grounds and Tech**

Chair Walter reported on a leak at the NW corner above the north mezzanine. Repairs were done and roofing contractor pointed out that parapet in that area should also be repaired. Will proceed with the more essential camera installations. Proposal to be updated reflecting new quantity. HVAC renovations plans need to be approved by City Historic Commission before a building permit is issued. HVAC proposal will be finalized based on reduced ventilation requirements. Elevator modifications: Elevattitt is modifying the elevator submittal to reflect our existing conditions and door requirements and will coordinate directly with architect, Jon Carnes.

- **Long Range Planning**

Chair Mossotti-Kline reported that LRP committee met on March 18. Committee received an informal report from Director Magelaner reviewing initial findings from Community Needs Assessment (CNA). Jessica will provide a summary for full board review in April.

- **Nominating and Trustee Development**

Chair Reisweber reported notifying approved board candidate is on hold until their return from out of town. Met with Director to review what needs to be done to post new orientation procedures to CFL Board folder on google drive and CFL web page. He also suggested options to help satisfy the required annual mandatory training requirements for Trustees. Trustee Haines has agreed to assist Director in maintaining and updating the mandatory Trustee Education tracker.

- **Personnel**

Chair Hay had no report this month, committee did not meet.

- **Finance and Investment**

Chair Webster's committee has no report this month, committee did not meet. Next meeting is on April 22.

- **Friends**

No report at this time. Focus for new Friends group will be determined at the conclusion of the CNA and as part of the Long Range Plan update.

- **Ad Hoc Centennial Committee** (Kristina, Chair)

Report was shared at meeting as part of Old Business

- **Ad Hoc Policy** (JulieCampbell, Liaison)

Open Meetings Law Policy to be reviewed as part of New Business

- **DPIL**

Vivian reported that current enrollment is 554. Trustee Julie Campbell nominated Vivian for Zonta's Rose day recognition, roses are presented for acts of kindness that have improved the status and/or well being of women and children in our community. Also Corn Ducky Derby tickets are for sale from Library, Lois Meyer , Kathleen Elliot-Birdsall or Vivian to benefit DPIL. (for each \$5 ticket sold half will go to DPIL)

9. New Business

- **Policy updates review:**

- Open Meetings Law-first review**

- Will vote at April Board meeting on draft of policy

- **Review updated Trustee roster**

- Trustees asked to check updated roster for any corrections needed

10. Next meeting date Wednesday April 16, 2025 at 6:30 pm

11. Adjourn

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

Meeting adjourned at 7:36

Respectfully submitted

Mike Anderson

Secretary, Board of Trustees