

**CFL Regular Board Meeting  
April 16, 2025 6:30pm**

**Meeting Minutes**

**Board Members**

Lauren Mossotti-Kline, John Hoeschele, Mike Anderson, Julie Campbell, Myron Walter, Kristina Petrella, Liz Cole, Mark Webster, Kathleen Hennessy, Kim Hay

Excused: Eugene Waldbauer, Bonnie Haines

Absent: Glenn Reisweber, Brian Riccardi

**Others Present**

Director: Jessica Magelaner

Staff: Assistant Director Theresa Mekeel, Safety and Facilities Director 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](mailto:director@cortlandfreelibrary.org) and/or [cfltrustees@gmail.com](mailto:cfltrustees@gmail.com).

**3. Safety and Facilities Update**

Craig provided the March incident report. Discussion followed about the closing of Grace Space at the end of April and how at the moment there is no long term solution for the unhoused population in Cortland County. There have been proactive planning talks concerning the library following the closing of the Grace Space. Further discussions on this issue will continue and how it involves CFL staff and patron policies. Personnel committee may review and make recommendations.

**4. Approval of Minutes**

**March 19, Regular Board Meeting**

- Trustee Hoeschele moved to accept minutes from March 19, 2025 regular meeting, seconded by Trustee Campbell. Motion carried.

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

**March 2025 Financials**

- Trustee Webster moved to accept March 2025 financial statements, seconded by Trustee Hennessy. Motion carried.

## 6. Old Business

- **“Roots of Reading” proposal follow up**

President Mossotti-Kline and Vice President Hoeschele had a zoom meeting with Sarah Glogowski of FLLS about feasibility of using CFL endowment funds to meet community needs. It was recommended that these funds not be used other than for library purposes, with the exception of perhaps a shared staff role. Sarah recommended meeting with Matt McSherry of Port, Kashdin, McSherry for further consultation.

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

The Centennial Logo was presented to the board. Date for event at Courthouse Park has been changed to July 26 from 11am to 1pm, pending permit approval by Common Council. Invitations will be sent to area VIP's. Further marketing discussion for the event to take place after permit is granted.

- **Policy Updates Review: Open meeting law-vote**

A motion was made by Trustee Hennessy to accept updated version of open meeting policy as presented, seconded by Trustee Walter. Motion carried.

## 7. Director's Report

- Highlights of Director's report were as follows:

Director Magelaner hosted a library lunch with Theresa, Tammy and Craig on April 1. She is beginning drafts for Bullet Aid while waiting for the NYS budget to be approved. The annual report to the community is in progress, the annual report has been reviewed by the NYS Library and needs a few corrections. She mentioned a number of CFL programs, outreach and collaborations in March, including the Bimonthly Really Free Market with Cortland County Mutual Aid. She requested a late opening on April 21 for an all staff meeting.

Director Magelaner also mentioned that Helen Howard has joined CFL for a summer internship through SUNY Potsdam and will be assisting in the Children's room. In addition early discussions are being held about having high school interns for the 2025 school year.

## 8. Committee Reports

### **Executive Committee**

- President Mossotti-Kline reported that committee had not met since last board meeting,

- **President**

President Mossotti-Kline reported she touches base with Director on a regular basis and also discusses agenda planning. Met with Sarah Glogowski and VP Hoeschele on March 20 concerning Roots of Reading proposal. Met with Director, Cortland Schools Superintendent, Library Dept. Chair and Kim Hayden relating to the Community Needs Assessment. Also met on April 8 with Director, Craig, VP Hoeschele, Sara Watrous, and Tim Lockwood of Catholic Charities concerning proactive planning for library following the closing of The Grace Space at end of April.

- **Development and Marketing**

Committee chair Hoeschele reported that committee had not met this month. Chair has met with possible intern. Chair has weighed in on Centennial Logo review. Committee member Cole continues to serve on the Centennial committee.

- **Buildings, Grounds and Tech**

Chair Walter reported that Crawford and Sterns delivered architectural drawings for elevator Shaft modifications. Walter presented proposal received from JW Danforth Company regarding HVAC renovations. He explained that scope varies from our grant request which stated that ventilation and heat recovery would be included. City code enforcement has stated that the ventilation component will not be required by them because we are installing the system for A/C only. Security system upgrades meeting with Eastern Security was held on April 7. Quote for Court Street entrance sign received from Max Graphics, cost will be \$200.

- **Long Range Planning**

Director Magelaner provided the board with a review of feedback received from the in-person Community Needs Assessment. Next, she will convert questions to a digital survey and distribute for additional feedback from those who were not able to meet in person.

- **Nominating and Trustee Development**

Chair Reisweber reported that new Trustee candidate has accepted and will be voted to appointment at May meeting.

**Personnel**

Chair Hay had no report this month, meeting to be scheduled in next few weeks.

- **Finance and Investment**

Chair Webster's committee has no report this month, committee to meet on April 22.

- **Friends**

Chair Riccardi reports that group is on pause, no report at this time.

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

Report was shared at meeting as part of Old Business

- **Ad Hoc Policy** (Julie Campbell, Liaison)

Open Meetings Law Policy to be reviewed as part of Old Business.  
Trustee handbook open meeting pages for reference.

Code of Ethics policy for first review as part of New Business  
Document available of Google drive for review

- **DPIL**

Vivian reported that current enrollment is 554. There is still time to buy Corn Ducky Derby tickets to benefit Dolly Parton's Imagination Library. Vivian spoke about DPIL to the Kiwanis Club of Cortland. She and Kathleen Elliot-Birdsall met to discuss following up with Guthrie on their announced donation, the Zonta fund application and the Cortland Community Service Club

fund application. Also discussed plans for DPIL 10<sup>th</sup> anniversary celebrations as part of the larger CFL Centennial celebration.

## **9. New Business**

- **Annual Report for the Community (Jessica)**  
Corrections are needed, will be presented to Board to be approved at next meeting
- **Community Needs Assessment Report (Jessica)**  
Covered in Long Range Planning report
- **Code of Ethics Policy-first review**  
Policy was reviewed and vote to accept will be done at next board meeting
- **Engage Port, Kashdin & McSherry for 2023 Review-vote**  
Trustee Hennessey made a motion to engage the firm Port, Kashdin and McSherry to conduct the 2023 review at a fee not to exceed \$4,500 as outlined in the letter agreement dated November 15, 2024. Seconded by Trustee Hoeschele. Motion carried.

## **10. Next meeting date Wednesday May 21, 2025 at 6:30 pm**

## **11. Adjourn**

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

Meeting adjourned at 7:48

Respectfully submitted  
Mike Anderson  
Secretary, Board of Trustees