

**CFL Regular Board Meeting
September 17, 2025 6:30pm**

Draft Meeting Minutes

Board Members

Lauren Mossotti-Kline, John Hoeschele, Mike Anderson, Kristina Petrella, Mark Webster, Kathleen Hennessy, Kim Hay, Eugene Waldbauer, Julie Campbell

Excused: Bryan Riccardi, Kathleen Elliot-Birdsall, Glenn Reisweber, Liz Cole, Myron Walter

Absent: Bonnie Haines

Others Present

Director: Jessica Magelaner

Staff: Assistant Director Theresa Mekeel, Safety and Facilities Specialist 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 overall things are going smoothly, showing much improvement. Any incidents are mostly outside the library and the chain barrier on steps has relieved many of the problems that had occurred previously overnight or in the early hours when the library is not open.

4. Approval of Minutes

May 21, Regular Board Meeting

- Trustee Waldbauer moved to accept minutes from May 21, 2025 regular meeting, seconded by Trustee Hay. Motion carried.

June 25, Regular Board Meeting

- Trustee Hoeschele moved to accept minutes from June 25, 2025 regular meeting, seconded by Trustee Webster. Motion carried.

5. Review and Vote to Receive Financial Statement

June, July and August Financials

- Trustee Webster moved to accept June, July, August 2025 financial statements, seconded by Trustee Waldbauer. Motion carried.

6. Old Business

- **Policy Updates review**

1. **Volunteer Policy**
2. **Internal Social Media Policy**
3. **NYLA Ethics Policy**

- Trustee Hay made a motion to accept Volunteer Policy as presented, seconded by Trustee Hoeschele. Motion carried.
- Trustee Hoeschele made a motion to accept Internal Internal Social Media Policy as presented, seconded by Trustee Hennessy. Motion carried.
- Trustee Hennessy made a motion to accept NYLA Ethics Policy as amended, seconded by Trustee Hay. Motion carried.

7. Director's Report

- Highlights of Director's report were as follows:
Director Magelaner reported that the Summer Reading program was successful showing increased participation from 2024. Centennial celebration on July 26 also a success. Visits to library in August showed an increase from previous year. Currently interviewing candidates for new part time staff member, now looking at a second pool of applicants.

8. Committee Reports

- **Executive Committee**

Chair Mossotti-Kline reported that committee met on September 3 to vote on firm engagement for 2024 review in absence of full board meeting, vote to be ratified at tonight's board meeting.

- **President**

Mossotti-Kline periodically touched base with library director, participated in Finance Committee meeting September 9, sent summer update to trustees in August.

- **Development and Marketing**

Supported centennial event with signage, social, website updates, etc. Chair Hoeschele reported that centennial merchandise for sale is now up on library centennial page.

- **Buildings, Grounds and Tech**

Chair Walter reported that elevator modifications had been returned to Elevattitt for minor revisions, HVAC renovations are in progress involving obtaining building permit from city. Window repairs contact has been made with Preservation League of NYS inquiring about available services through them.

- **Long Range Planning**

Chair Mossotti-Kline reported that committee did not meet over the summer and will meet once the community needs assessment survey has been received and reviewed. Trustee Hoeschele offered to use 211 service to send information and link out regarding Community needs assessment, and it was discussed to also share via social media. Trustee Pertrella also offered to share out the QR that links to the survey.

- **Nominating and Trustee Development**

Chair Trustee Reisweber. Committee did not meet over the summer. Committee member Campbell reported that Angelo Catalano has agreed to join the personnel committee as a community member. Chair Hay and Trustee Campbell will help in onboarding to the committee.

- **Personnel**

Chair Hay's committee did not meet in September. Will meet with Director in September to discuss annual review, Director's annual goals and Trustee evaluation.

- **Finance and Investment**

Chair Webster's committee met with Morgan Stanley team to receive the quarterly report detailing the performance of the investment portfolio. Budget planning meetings for 2026 have been set up. Committee discussed a recommendation to begin process to identify a partner for 2025 audit. Committee recommends transferring a bank account to be voted on as new business.

- **Friends**

Trustee Riccardi and Elliot-Birdsall liaisons. Early data from community surveys indicate a desire for craft and other classes at the library. Met with Director and past friends President, Chris Lund former president of the Friends group who discussed previous activities run by the group. Discussion at meeting regarding how to best handle tax filings in absence of active group of officers. It was determined that it might be best for Chris Lund to remain the name on the account until new group and new officers are appointed. Director and/or Friends liaisons to follow-up with Chris.

- **Ad Hoc Centennial Committee**

Chair Trustee Cole reported that the committee met in September to discuss remaining Centennial celebration opportunities thru end of 2025. Committee proposed a budget for an end-of calendar year donor / staff / volunteer appreciation event – to be voted upon in New Business.

- **Ad Hoc Policy**

Chair Campbell. Committee did not meet during summer. Policies needing second review and vote, volunteer policy, internal social media policy and NYLA and ALA Ethics policy approved in today's meeting.

- **DPIL**

Vivian reported that the DPIL tenth anniversary event was a success, DPIL took part in the library Centennial Celebration. She thanked Tammy Sickmon, Molly Reagan, Trustee Elliot-Birdsall for their help that day. Elliot-Birdsall will be taking over the Philanthropy Challenge this year.

Trustee Petrella reminded everyone of the FLLS annual meeting which is being held on Friday, October 17 at the Center for the Arts in Homer. Attending this meeting will count as one hour of Trustee education training. Registration deadline is October 3rd.

9. New Business

- **Ratify Executive Committee vote to engage Port, Kashdin & McSherry for 2024 review**
Trustee Campbell made a motion ratify the Executive Committees vote from September 3rd to approve the appointment of Port, Kashdin & McSherry to conduct the 2024 Financial Review for the Cortland Free Library, seconded by Trustee Hennessey. Motion carried.
- **Approve NYSMEC Electricity Resolution**
Trustee Webster made a motion to accept the NYSMEC Electricity Resolution as presented, seconded by Trustee Hay. Motion carried.
- **Approve NYSMEC Natural Gas Resolution**
Trustee Hennessey made a motion to accept the NYSMEC Natural Gas Resolution as presented, seconded by Trustee Hay. Motion carried.
- **Discussion on closing CFCU/Beginnings accounts and moving funds to NBT and/or Morgan Stanley**
Trustee Campbell made a motion to authorize the CFL Library Director to instruct the Cortland Enlarged City School District to deposit tax funds from the annual referendum to a library designated account at NBT Bank, and further authorize CFL Library Director to close any and all accounts held in the CF Library's name at Beginnings Credit Union (formally CFCU), and transfer the remaining funds into a library designated account at NBT Bank, seconded by Trustee Hennessey. Motion carried.
- **Approve budget not to exceed \$5,000 for December donor / staff / volunteer appreciation event.**
Trustee Hennessey made a motion to approve a budget not to exceed \$5,000 for December donor / staff / volunteer appreciation event, seconded by Trustee Campbell. Motion carried.

10. Next meeting date Wednesday October 15, 2025 at 6:30 pm

11. Adjourn

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

Meeting adjourned at 7:30

Respectfully submitted
Mike Anderson
Secretary, Board of Trustees