CFL Regular Board Meeting
October 15, 2025 6:30 pm

Meeting Minutes

Board Members
Lauren Mossotti-Kline, John Hoeschele, Mike Anderson, Kristina Petrella, Kathleen Hennessy, Kim Hay, Eugene Waldbauer, Julie Campbell, Bryan Riccardi, Glenn Reisweber, Liz Cole, Myron Walter
Excused: Mark Webster
Attending remotely via Zoom: Kathleen Elliott, accessed from 5580 Thompson Road, Clarence, NY, 14031 and Bonnie Haines, accessed from 1508 Onionville Road, Sterling, NY 13156

Others Present
Director: Jessica Magelaner
Staff: Assistant to the Director Theresa Mekeel, Safety and Facilities Specialist Craig Larimer, Youth Services Assistant Grant Lee, Circulation Assistant Priscilla Berggren-Thomas

Regular Meeting

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

2. Executive Session

Trustee Hoeschele made a motion to enter into Executive session to discuss compensation recommendations for two specific employees, seconded by Trustee Waldbauer, motion approved.

Trustee Campbell made a motion to resume the regular open meeting at 6:42, seconded by Trustee Hoeschele. Motion approved.

3. Public Comment

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

4. Safety and Facilities Update

Once again Craig reported that overall things are going smoothly, fewer incidents being reported, he also mentioned that restrictions on bathroom privileges being used rather than library use suspensions. Along with fewer incidents he reported on a quieter library evening environment.

With anticipation of colder weather, discussions with RHI are continuing as well as other shelters being considered during Code Blue events

5. Approval of Minutes

September 17, Regular Board Meeting

- Trustee Hennessey moved to accept minutes from September 17, 2025 regular meeting, seconded by Trustee Hay. Motion approved.

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

September 2025 Financials

- Trustee Hennessey moved to accept September 2025 financial statements, seconded by Trustee Waldbauer. Motion carried.

6. **Old Business**

- **Closing CFCU/Beginnings accounts and moving funds to NBT/and or Morgan Stanley**
  Director reported that closing has not yet been completed

- **Update on Financial Review**
  Director reported that documents for review are being assembled

8. **Director's Report**

- Highlights of Director's report were as follows:
  Director Magelaner requested a policy change to be voted on to no longer allow emotional support animals in the library.

  A motion was made by Trustee Hoeschele to amend wording under Policies/Public space as presented regarding emotional support animals to read that emotional support animals are not allowed in the library, seconded by Trustee Hennessey. Motion approved.

  A second motion was made by Trustee Hoeschele to amend the Public Space/Patron Code of Conduct to eliminate item 2 under subsection B regarding allowing emotional support animals in the library. Seconded by Trustee Hennessey. Motion approved.

  Director also mentioned the need to use a new book supplier for library collection and will work with staff to set up new account. She also reported that the two issues most commented on in Community Needs assessment were need for increased children's programming and library parking lot.

9. **Committee Reports**

- **Executive Committee**
  Chair Mossotti-Kline reported there had been no meeting since last report.

- **President**
  Mossotti-Kline met with Personnel committee and Finance Committee, and also met with and arranged to have the Executive Director of the Tompkins Co. Public Library Foundation to address the CFL Trustees in November or December as a Trustee education session.

- **Development and Marketing**

Chair Hoeschele reported that no meeting was held but work is continuing on social and web posts for community survey as well as supporting Centennial efforts including attending meeting on year- end gathering event.

- **Buildings, Grounds and Tech**
  Chair Walter reported that Crawford and Sterns has approved elevator shop drawings with minor comments. HVAC renovations: JW Danforth is in process of obtaining building permit from city. Working with city code office for permit for roof work. Site meeting to be scheduled to finalize scope of window repairs for project estimate. Court Street entrance sign has been completed and installed. It was recommended that a Construction Project update be part of the regular meeting agenda items going forward.

- **Long Range Planning**
  Chair Mossotti-Kline, committee is waiting for results of Community Needs Assessment survey, survey should be completed by end of October.

- **Nominating and Trustee Development**
  Chair Trustee Reisweber. Committee is working on nominations for slate of officers for 2026/term renewals to present to Board in November. Reminded Trustees of 2 hour education requirement by end of 2025 in addition to the required sexual harassment prevention training.

- **Personnel**
  Chair Hay's committee met and discussed staff compensation increase for 2026 and sent proposal to the Finance Committee. Reviewed Director's self- evaluation and will meet with Director to finalize her goals.

- **Finance and Investment**
  Trustee Hennesey gave the report for Chair Webster stating that the most recent meeting of committee was on October 6. Committee met to discuss preliminary 2026 budget with estimates on tax receipts, endowment income, donations, new positions and promotions, compensation increases, health insurance, etc. Hennessey shared the preliminary 2026 budget with the board indicating an assumption of a 2% library tax increase. Trustees were encouraged to share any comments or concerns with the first draft of the budget as part of new business.

- **Friends**
  Trustee Riccardi and Elliot-Birdsall liaisons. No report for this month.

- **Ad Hoc Centennial Committee**
  Chair Trustee Cole. Committee met to discuss July event and continue planning for a small end of year in person celebration.

- **Ad Hoc Policy**
  Trustee Campbell, Liaison. Committee met and has started work on employee evaluation policy. Committee is also submitting the ALA Statement of Freedom to Read to the board for consideration at today's meeting. Vote to adopt will be part of new business. On boarding session with Angelo Catalano who is joining the personnel committee has been scheduled. His expertise as an attorney includes labor and employment law.

- **DPIL**
  Vivian reported that the DPIL tenth anniversary event was included in the Dollywood Foundations USA quarter 3 2025 newsletter. Trustee Elliot reported that DPIL had received a donation from Guthrie for $1500. Current local enrollment is 550.

10. New Business

- **First Look Budget Discussion**
  Trustees discussed the 2026 proposed budget, library tax, and wage increase for employees

- **Letter from Staff**
  Discussion of staff compensation increase request in letter to Board from staff members

- **New York State Tax Levy Vote**
  No vote at meeting, further discussion will take place

- **Nominations for slate of officers for 2026/Term renewals**
  Included in Committee report

- **Reminder about Trustee sexual harassment prevention training**
  Included in Committee report

- **Bequest from Estate of Warren Eddy**
  President Mosotti-Kline informed the Board of donation to CFL from the estate of former director Warren Eddy

- **Adoption of ALA statement of Freedom to Read**
  A motion was made by Trustee Hennessey to adopt the ALA statement of Freedom to Read as presented, seconded by Trustee Elliott. Motion approved.

11. Next meeting date Wednesday November 19, 2025 at 6:30 pm

12. Adjourn

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

Meeting adjourned at 8:04

Respectfully submitted
Mike Anderson
Secretary, Board of Trustees