

**CFL Regular Board Meeting
November 19, 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, Mark Webster, Kathleen Elliot, Bonnie Haines

Others Present

Director: Jessica Magelaner

Staff: Assistant Director Theresa Mekeel, Safety and Facilities Specialist Craig Larimer, Library Cataloging and Materials Specialist Aimee Dorward.

Regular Meeting

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

2. Executive Session

Trustee Webster made a motion to enter into Executive session to discuss compensation recommendations for an employee, seconded by Trustee Elliott, motion approved.

Trustee Hay made a motion to resume the regular open meeting at 6:46, seconded by Trustee Haines. Motion approved.

3. Public Comment

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

4. Safety and Facilities Update

Craig reported that overall things are going smoothly, with fewer incidents. He mentioned that there has been an uptick in late day visitors with the recent cold weather. He also recommended that the library purchase a battery powered snow blower for use this winter.

A motion was made by Trustee Hennessey to approve the purchase of the snowblower, seconded by Trustee Elliott, motion approved.

5. Approval of Minutes

October 15, Regular Board Meeting

- Trustee Campbell moved to accept minutes from October 15, 2025 regular meeting, seconded by Trustee Haines. Motion approved.

5. Review and Vote to Receive Financial Statement

October 2025 Financials

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

6. Old Business

- **Closing CFCU/Beginnings accounts and moving funds to NBT/and or Morgan Stanley**
Is underway and will be completed December 2.
- **Update on Financial Review**
Director reported that documents have been provided for review and will be available for vote at December's board meeting.
- **New York State Tax Levy Vote**
Trustee Elliott made a motion to keep the tax levy at the maximum allowable increase without exceeding the tax cap for the May 2026 proposition. Seconded by Trustee Cole. Motion approved.
- **Second Look, Budget 2026 discussion/vote**
Trustee Webster made a motion to accept the 2026 budget as presented, seconded by Trustee Hennessey. Motion approved.
- **2026 Slate of Officers and Term Renewals**
Trustee Reisweber announced the slate of officers for 2026 Board of Trustees.
Vote to be held at December's Board meeting
President Lauren Mossotti-Kline
Vice President Kristina Petrella
Secretary Mike Anderson
Treasurer Kathleen Hennessey
Ex Officio officer John Hoeschele

Chair Reisweber shared that Trustee Webster would not be renewing his board seat and we will begin the process of taking suggestions for that vacant seat soon. President Mossotti-Kline thanked Trustee Webster for his time on the board and especially in the role of treasurer, noting a proper send-off will be saved for the December meeting.

- **Reminder -Trustee Education Requirements**
Trustee Haines reminded trustees that 2 hours of education plus sexual harassment training are required and deadline for training is December 31. Completed training can be reported on Trustee education tracking sheet on drive. President Mossotti-Kline offered to send the link to the sexual harassment prevention training to Trustees.

8. Director's Report

- Highlights of Director's report were as follows:
CFL is dropping the virtual program Dial-A-Story since there are only a handful of users per year. CFL will be adding a subscription to LOTE4Kids, a story database with over 8000 titles in more than 100

languages, including Ukrainian and ASL. Dial-A-Story cost \$475 per year the LOTE4Kids subscription will be \$695 per year.

Director Magelaner attended NYLA meeting November 5 through 8. She and Tammy viewed the Demo for LOTE4Kids at NYLA.

Annual Report status highlights from FLLS meeting:

- The State of New York is currently suing Baker and Taylor for a breach of contract.
- Current options are new software or an Excell spreadsheet.
- Timeline currently expected to be the same as previous years, due to Finger Lakes for review mid February, submitted to the state on March 1.

She discussed the revival of free shelf in library to be added to Cortland Blue Box list and encouraged all to donate non perishable food items. Planning a solstice party for staff to be held on December 16. Looking to invite board members to attend monthly library staff meetings in the future.

9. Construction Update

Trustee Walter gave trustees an update on projects under development.

Elevator modifications have been approved. Elevator is currently being manufactured, ship date is end of February. Now looking for general contractor for elevator shaft extension and new door openings.

HVAC renovations: Rooftop unit is in storage until rooftop structural steel is in place. Proposed Construction schedule is expected by November 12. **Interior Renovations:** plan drawings are 75% Completed. Jon Carnes will meet with CFL on December 6 to finalize design decisions and discuss Presenting project to bidders. **Window Repairs:** Riegel Restorations first availability is early spring.

10. Committee Reports

- **Executive Committee**

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

- **President**

Mossotti-Kline spoke with Sarah Glogowski Executive Director of FLLS re: budget planning, endowment spending and trustee training. Had emails and calls with nominations chair for the slate of board officers for 2026. She also mentioned that in conjunction with CFL Centennial, thank you letters will be going out to donors, volunteers, board members and staff, past and present.

- **Development and Marketing**

Chair Hoeschele reported that no meeting was held since last report. No updates at this time.

- **Buildings, Grounds and Tech**

Chair Walter's report covered in Construction update. Trustee Waldbauer reached out to K12 Facility Advisors suggesting that they could become involved in a discussion and audit of the CFL building and systems. They are willing to meet with library board to discuss goals.

- **Long Range Planning**

Chair Mossotti-Kline, said that community needs assessment survey has closed. Committee will meet within the month to review feedback and discuss next steps. Friends liaisons will be invited to join meeting and discuss how a new Friends group might have an impact on some of the needs identified in the focus group and survey results.

- **Nominating and Trustee Development**

Chair Trustee Reisweber discussed the 2026 slate of officers and term renewal updates discussed as part of Old Business.

- **Personnel**

Chair Hay and Trustee Haines met with Director to share Trustee feedback from evaluation and to determine goals for 2026. Committee met with Finance committee to work on compensation line of 2026 budget.

- **Finance and Investment**

Chair Webster reported that committee met twice in collaboration with Personnel committee to prepare second draft of 2026 proposed budget. Budget was reviewed as part of Old Business in today's meeting.

- **Friends**

Trustee Riccardi and Elliott liaisons. No report for this month.

- **Ad Hoc Centennial Committee**

Chair Cole reported that plans for year end event have changed to a year end thank you letter.

- **Ad Hoc Policy**

Trustee Campbell, Liaison. Committee did not meet, has started some preliminary work on CFL Accessibility/ADA statement which was last updated in 2018.

- **DPIL**

Vivian and Trustee Elliot reported that current enrollment is 556. 2025 Philanthropy Challenge is on, 80 letters were sent this year. Last day to donate is November 15.

11 . New Business

- **Vote to Approve 2026 Director salary**

Trustee Haines made a motion to increase the Library Director's salary for the year 2026 by 5% as recommended by the Finance and Personnel committees of the board of Trustees, seconded by Trustee Hoeschele. Motion approved.

Trustee Petrella mentioned that representatives from the Finger Lakes Library board have requested to be included on the agenda for the January 2026 CFL Board meeting to discuss the relationship between individual libraries and the Central library

12. Next meeting date Wednesday December 17, 2025 at 6:30 pm.

13. Adjourn

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

Meeting adjourned at 7:48pm

Respectfully submitted

Mike Anderson

Secretary, Board of Trustees