

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

Meeting Minutes

Board Members

Lauren Mossotti-Kline, John Hoeschele, Mike Anderson, Kristina Petrella, Kathleen Hennessey, Kim Hay, Eugene Waldbauer, Glenn Reisweber, Liz Cole, Myron Walter, Kathleen Elliot

Excused: Mark Webster, Julie Campbell, Bryan Riccardi

Participating via zoom: Bonnie Haines, 128 Pittman Circle, Westminster, SC 29693

Others Present

Director: Jessica Magelaner

Staff: Assistant Director Theresa Mekeel, Safety and Facilities Director 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. Public Comment

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

3. Safety and Facilities Update

In a brief report Craig described things going smoothly overall with few incidents to report in November.

4. Approval of Minutes

November 19, Regular Board Meeting

- Trustee Elliot moved to accept minutes from November 19, 2025 regular meeting, seconded by Trustee Hay. Motion approved.

5. Review and Vote to Receive Financial Statement

October 2025 Financials

- Trustee Hennessey moved to accept November 2025 financial statements, seconded by Trustee Hoeschele. Motion approved.

6. Old Business

- **Closing CFCU/Beginnings accounts and moving funds to NBT/and or Morgan Stanley- update**
Closing and moving funds has been completed
- **2024 Financial Review**

No update is available at this time

- **Trustee Education reminder**

Trustee Haines reported that Trustee completion of education requirements is in good shape

8. Director's Report

- Highlights of Director's report were as follows:

Director attended a number of meetings and talks in November and December including decorating the Cortland County Libraries tree at the 1890 house. Met with building committee to discuss plans for main floor of library, attended a celebration of giving breakfast at Cortland Elks Lodge. She also reported that NYS Senator Webb will be holding office hours at CFL on January 13

9. Construction Update

- Trustee Walter gave trustees an update on projects under development. Crawford & Sterns will have drawings and scoping documents for elevator modifications completed and sent to potential bidders at end of month for a proposed bid date of 2/6/26. Elevattitt has pushed project out to third quarter of 2026 which may result in cost increase due to time extension.
- HVAC Renovations: JW Danforth has completed the roof/attic access hatches and catwalk above the main reading room. Interior ductwork is ready to install, exterior ductwork fabrication will be complete by 12/19. Specific dates will be set for the lifting of the rooftop unit onto roof for early morning.
- Discussions are ongoing for interior design changes with Director and Building and Grounds committee. Sketches will be provided by end of month of the new work for review and comment.
- Proposal has been received from Sentry Alarm for replacement of CFL fire alarm panel at a cost of \$3,500, needed due to yearly system test problems found.
- Trustee Waldbauer reported that a proposal was received from K12 Facility Advisors for an audit of CFL facilities and building maintenance. Cost and discussion to be included in January 2026 board agenda.

10. Committee Reports

- **Executive Committee**

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

- **President**

Mossotti-Kline met with long range planning committee and Friends liaisons in December, coordinated with Trustee Cole and staff on year-end thank you letter for library centennial.

- **Development and Marketing**

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

- **Buildings, Grounds and Tech**

Construction project updates are now a regular agenda item for all monthly regular board meetings.

- **Long Range Planning**

Chair Mossotti-Kline, reported that committee met with Friends liaisons on 12/3 to review Community Needs Assessment survey results. Group determined 3 strategic objective categories that emerged; programming, parking and youth services and outreach/advocacy. Discussed how new Friends group can be instrumental in helping with outreach and advocacy as well as fundraising.

Nominating and Trustee Development

Chair Trustee Reisweber. Vote on 2026 slate of officers and term renewals will be a part of the Annual Meeting, immediately following regular meeting. There will be an open trustee seat in January (Mark Webster), Trustees can submit name, contact info and brief bio to the Nominating committee. Mark Webster will stay on the Finance Committee as a community member.

- **Personnel**

Chair Hay's committee did not meet since last report.

Finance and Investment

Chair Webster reported that committee did not meet since last report.

- **Friends**

Trustee Riccardi and Elliot-Birdsall liaisons. Long range planning committee met on 12/3 to review results of community needs assessment, from there a discussion of plans to revitalize the Friends of the Library group was discussed. Trustee Cole wrote a draft of a volunteer position description. Supporters would work to organize events, raise funds and promote the library.

Ad Hoc Centennial Committee

Chair Cole reported that year end Centennial themed thank you letter was printed and mailed week of 12/15.

- **Ad Hoc Policy**

Trustee Campbell, Liaison. Committee did not meet since last report.

11 . New Business

Trustee, Employee, Volunteer New Year's Brunch

Will be held on Martin Luther King Day, Monday, January 19. Library will open at Noon.

12. Next meeting date Wednesday January 28, 2026 at 6:30 pm

- Reminder Sarah Glogowski, Exec Director of FLLS and Priscilla Berggren-Thomas will join us to share information about the possible opportunity for and expectations related the CFL becoming the Central Library for our system. Any questions you would like relayed to Sarah and Priscilla before the January meeting should be sent to Jessica.
- Please have any requests for agenda items and corresponding documents to the President and/or Library Director by Tuesday January 20.

- **13. Adjourn**

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

Meeting adjourned at 7:15

Respectfully submitted
Mike Anderson
Secretary, Board of Trustees