

**CFL Regular Board Meeting
February 18, 2026 6:30 pm**

DRAFT Meeting Minutes

Board Members

John Hoeschele, Kristina Petrella, Eugene Waldbauer, Liz Cole, Myron Walter, Kathleen Elliott, Julie Campbell
Excused: Lauren Mossotti-Kline, Mike Anderson, Bryan Riccardi, Kim Hay, Glenn Reisweber,
Participating via zoom: Bonnie Haines, 1835 Magnolia Dr S, Fort Meade, Fl. 33814;
Kathleen Hennessey, Rio Mar Cluster II, Unit 39D, Rio Grande, Puerto Rico

Others Present

Director: Jessica Magelaner

Staff: Assistant Director Theresa Mekeel, Safety & Facilities Specialist Craig Larimer

Regular Meeting

1. The meeting was called to order at 6:30 pm by Vice President Kristina Petrella

2. Public Comment

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

3. Volunteer Recognition

Nancy Snedeker has been a long-standing volunteer. There was discussion on ways to recognize Nancy for her commitment.

3. Safety and Facilities Update

Craig reported there were 3 two year no trespass notices issued in January.

One trespass notice was issued this week due to an incident of indecent exposure/public lewdness.

We also requested the patron be arrested as the incident happened in a public area where not only adults, but children could have been exposed.

Grace Space on Pendleton opened on Tuesday, February 17 and will be open 9 -4 on weekdays.

4. Approval of Minutes

January 28, 2026 Regular Board Meeting

- Trustee Hoeschele moved to accept minutes from January 28, 2026 regular meeting, seconded by Trustee Elliott. Motion approved.

5. Review and Vote to Receive Financial Statement

January 2026 Financials

- Trustee Hennessey moved to accept January 2026 financial statements, seconded by Trustee Campbell. Motion approved.

6. Old Business

- **2024 Financial Review- status update**

Still awaiting 2024 annual financial review information from Port, Kashdin and McSherry. President Mossotti-Kline had contacted Matt McSherry but there has been no communication back.

Chair Hennessy mentioned that a request for proposal would be going out to other CPA firms to be considered moving forward.

- **Facilities Audit Discussion revisited**

Trustee Waldbauer led discussion on the need to be proactive on building needs and maintenance. The audit would provide a comprehensive list and prioritize needs and a budget for each need. Trustee Hennessy, as Finance Committee chair, discussed funding the audit.

Trustee Elliott made a motion to approve funds, not to exceed \$7,000, for the facilities audit proposed by the Building and Grounds Committee, to be done by K12 Facilities Advisors. Trustee Hennessy seconded. Motion Approved.

- **FLLS Central Library follow-up**

There was discussion centering around the Central Library presentation that FLLS Director Sarah Glogowski had given at the January 28 Board of Trustees meeting.

Trustees raised a number of questions for Finger Lakes Library System. They also wish to know more about the scope of work and role & responsibility of a Central Library.

This topic will be tabled pending further discussion with FLLS. VP Petrella will send an email to the FLLS board to set up a time for more discussion.

7. Director's Report

Director Magelaner reported that the charging station would be going to Grace Space on Pendleton.

Charging cords have been added to 4 of the study carrels.

The 4th Annual Library Crawl is happening this week (2.16-21).

The Annual Report is still not available. FLLS has pushed their training off to next week hoping it will be open.

Director Magelaner is looking into making a switch from Spectrum to Empire Fiber to improve the library's internet.

8. Construction Update

Committee chair, Trustee Walter, gave some updates –

- Elevattitt's cost increase due to the 2026 installation is \$20,593.
- Elevattitt has informed CFL that as of 1/1/2026 New York State has adopted the 2022 Elevator Code, replacing the 2016 Elevator Code. As CFL has not yet obtained a building permit we will likely have to adhere to the 2022 code. They are reviewing changes to determine if there is any impact to our project.
- W L Kline has agreed to begin window repairs this Spring. McDonald Foundation grant money will help pay for this.
- Duct work for the HVAC system is fabricated. Trustee Walter is waiting for a timeline for installation work to begin.

9. Committee Reports

In the interest of time Trustees were asked if anyone had any questions, or if committee chairs in attendance had anything to highlight.

10. New Business

- **Trustee Education Policy & Self-Assurance Completion Form**
Trustee Waldbauer made a motion to accept the Trustee Education Policy & Self-Assurance Completion Form as presented, seconded by Trustee Walter. Motion approved.
- **Employee Annual Evaluations Policy**
Trustee Waldbauer made a motion to accept the Employee Annual Evaluations Policy as presented, seconded by Trustee Elliott.

12. Next meeting date Wednesday March 18, 2026 at 6:30 pm

- Please have any requests for agenda items and corresponding documents to the President and/or Library Director by Tuesday, March 10.

13. Adjourn

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

Meeting adjourned at 7:37 p.m.

Respectfully submitted
Theresa Mekeel
Assistant Director