

**CFL Regular Board Meeting
June 25, 2025 6:30pm**

Meeting Minutes

Board Members

Lauren Mossotti-Kline, John Hoeschele, Mike Anderson, Myron Walter, Kristina Petrella, Liz Cole, Mark Webster, Kathleen Hennessy, Kim Hay, Bonnie Haines, Glenn Reisweber, Kathleen Elliot-Birdsall

Excused: Eugene Waldbauer, Julie Campbell, Bryan Riccardi

Others Present

Director: Jessica Magelaner

Staff: Assistant to the Director Theresa Mekeel, Safety and Facilities Coordinator Craig Larimer

Regular Meeting

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

2. Public Comment – there was no public comment for this meeting.

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

3. Safety and Facilities Update

Craig provided the May incident report. He noted that out of 12 incidents a number of them (7) took place outside of the library. Overall 11 patrons received a one-day suspension, 1 patron received a two-week suspension and 1 patron received a two-year no trespass order. He also mentioned that window cleaning estimates are being gathered, landscaping around library has been beautified thanks to the volunteers who came on June 7.

4. Approval of Minutes

May 21, Regular Board Meeting

- Trustee Elliott-Birdsall moved to accept minutes from May 21, 2025 regular meeting, seconded by Trustee Haines. Motion carried.

5. Review and Vote to Receive Financial Statement

May 2025 Financials

- Trustee Hennessy moved to accept May 2025 financial statements, seconded by Trustee Webster. Motion carried.

6. Old Business

- **Policy Updates review**
 1. **Volunteer Policy-vote**
 2. **Internal Social Media Policy-vote**
 3. **Equal Opportunity Employer Policy**
 4. **Mental Health Policy**
- Trustee Hoeschele made a motion to accept Mental Health Policy as presented, seconded by Trustee Elliot-Birdsall. Motion carried.
- Trustee Haines made a motion to accept Equal Opportunity Employer Policy with edits as presented, seconded by Trustee Hay. Motion carried.
- Votes on Volunteer policy and Internal Social Media Policy will be held off until further discussion on edits to policies at next board meeting.

7. Director's Report

- Highlights of Director's report were as follows:

Director Magelaner requested a policy change on food and drink in the library that drinks be allowed with spill-proof lids. A motion was made by Trustee Haines to accept new edit to the policy and seconded by Trustee Petrella, motion was approved.

Director also explained the requested to vote under New Business to approve funds for furniture for reading space on main floor and teen space.

The Director also shared the request that the library cover the Youth Services Director's Rotary dues. All were in agreement that this request would be granted.

8. Committee Reports

Due to the scheduled Trustee financial education session with Matt McSherry of Port-Kashdin & McSherry following regular board meeting, committee reports were reviewed prior to the meeting as usual and no highlights were shared at the meeting in interest of time.

9. New Business

- **Furniture for ground floor and teen space**

Trustee Hay made a motion to approve an expenditure of no more than \$1,000 for furniture for ground floor and teen space, seconded by Trustee Hennessey. Motion carried.
- **Ratify Executive Committee vote**

Trustee Hoeschele made a motion to ratify June 19 Executive Committee vote to approve the addition of a circulation staff part time position as detailed in the minutes of that meeting, seconded by Trustee Webster. Motion carried.

10. Next meeting date Wednesday September 17, 2025 at 6:30 pm

11. Adjourn

Trustee Cole made a motion to adjourn, seconded by Trustee Elliot-Birdsall. Motion carried.

Meeting adjourned at 7:05

Respectfully submitted
Mike Anderson
Secretary, Board of Trustees