

**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 Hennessy, 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](mailto:director@cortlandfreelibrary.org) and/or [cfltrustees@gmail.com](mailto: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 4<sup>th</sup> 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