CFL Regular Board Meeting
April 15, 2026 6:30 pm

Meeting Minutes

Board Members
Lauren Mossotti-Kline, John Hoeschele, Mike Anderson, Kristina Petrella, Liz Cole, Myron Walter, Julie Campbell, Kim Hay
Excused: Eugene Waldbauer, Bryan Riccardi, Kathleen Elliot
Participating via zoom: Bonnie Haines, 128 Pittman Circle, Westminster, SC 29683 and
Kathleen Hennessey, 3504 Flint Street, Greensboro, NC 27405

Others Present
Director: Jessica Magelaner
Staff: Assistant Director Theresa Mekeel, Library Cataloging and Materials Specialist, Aimee Dorward, Safety and Facilities Specialist, Craig Larimer
Matt Irwin, K-12 Facilities

Regular Meeting

1.The meeting was called to order at 6:31 pm by President Mossotti-Kline

2. Public Comment

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

3. Volunteer Recognition

Both Georgette Ogle and Nancy Snedecker were recognized for their over 20 years of service as volunteers for the library. The Trustees went to the book repair room to present Georgette with a certificate of appreciation for her service.

4. K-12 Facilities Advisor Presentation on Facilities Audit Findings

Matt Irwin of K-12 Facilities gave a brief assessment of CFL overall maintenance needs. Some aging systems that will need replacement such as boilers, air conditioning, and windows were mentioned.

Mr. Irwin mentioned challenges faced by the library to fund various projects and provided examples of capital investment plans for future needs. His recommendations: consider preventive maintenance agreements to protect critical infrastructure, update compliance and training documentation, consider a deeper dive and develop a robust capital plan, align new reserve funds to prepare for the future.

5. Safety and Facilities Update

Craig reported that there were no major incidents to report and things have been running smoothly. He mentioned lots of families/children have been visiting the library recently.

6. Approval of Minutes

- **March 11 Special Meeting**
  Trustee Walter moved to accept minutes from the March 11 Special Meeting, seconded by Trustee Cole. Motion approved.
- **March 18 Regular Meeting**
  Trustee Campbell moved to accept minutes from the March 18 Regular Meeting, seconded by Trustee Petrella. Motion approved.

7. Review and Vote to Receive Financial Statements

March 2026 Financials

- Trustee Cole moved to accept the March 2026 Financial Statements, seconded by Trustee Hay. Motion approved.

8 Old Business

- **Annual Report Update and Special Meeting (after 4/17)**

  Report needs to be in to NYS by May first. Report will be ready to finish and approve by April 24. There will be a special board meeting next week on Wednesday, April 22, to discuss and approve before filing with NYS.

- **2024 Financial Review Update**
  Jessica has been unable to get in touch with Port, Kashdin & McSherry representative. Lauren will follow up with call.

- **FLLS Central Library Update**
  Tompkins County Public Library has been chosen to be retained as Central Library.

9. Director's Report

Director Magelaner reported that the library is in the process of transferring from the current public access catalog system (PAC) to Vega for the public catalog computers, since Vega is ADA compliant and PAC is not. However because Vega is not compatible with the out of system inter-library loan software, the transition has been postponed until October at the earliest.

10. Construction Update

- Chair Walter gave an update on construction developments. Rooftop unit is in place, duct work is done, system is a month away from being operational. Bids for elevator modification work are due on April 16. Interior renovations are slated to be the next project to be covered with architect. Window repairs are to begin this spring. He also requested to attend the next finance committee meeting to discuss parapet repairs needed on roof.

11. Committee Reports

- **Trustees were asked in advance to review all committee updates and bring any question to committee chairs.**

12. New Business

- **Petty Cash- First Review**
  Numbers have been updated from previous petty cash policy. New policy to be reviewed and voted on at next Board meeting.

13. Next Meeting Date- Wednesday, May 20, 2026 at 6:30pm

- Please have any requests for agenda items and corresponding documents to the President and/or Library Director by Tuesday, May 12.

14. Adjourn

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

Meeting adjourned at 7:32

Respectfully submitted
Mike Anderson
Secretary, Board of Trustees