CFL Regular Board Meeting
June 17, 2026
Minutes

Present:, Kristina Petrella, Eugene Waldbauer, Myron Walter, Bryan Riccardi, Kim Hay, Liz Cole, John Hoeschele
Attending Remotely via Zoom:
Kathleen Elliott, 11 T Street, NE, Washington, DC 20002
Bonnie Haines, 14985 State Park Rd. Fair Haven, NY 13064
Excused: Mike Anderson, Kathleen Hennessey, Lauren Mossotti-Kline, Julie Campbell,

Others Present
Director: Jessica Magelaner
Staff: Assistant Director Theresa Mekeel, Library Cataloging and Materials Specialist Aimee Dorward

Regular meeting:

1. The meeting was called to order at 6:34 pm by VP Petrella.

2. Public Comment - NONE
Advance notice encouraged: email director@cortlandfreelibrary.org and/or cfltrustees@gmail.com.

3. Approval of minutes:
Trustee Hay moved to accept minutes from the May 20, 2026 regular meeting, seconded by Trustee Walter. Motion approved.

4. Review and Vote to Receive Financial Statements:
Trustee Waldbauer moved to accept the May 2026 Financial Statements, seconded by Trustee Hoeschele. Motion approved

5. Old Business
   - Facilities Audit follow-up discussion

Trustee Waldbauer and Walter suggest the boilers be replaced this year, 2026 with library funds. The Parapet repairs need to be done summer of 2027, possible Renzi grant funding request. The main library entry doors in 2027 with possible NYS Library Construction grant funding along with roof seam sealing.

   - Financial Review/Audit

The board agrees that we will not proceed with the 2025 financial review and move forward with a 2026 financial review.

6. Director's Report

Thank you to Bryan R. for the donation of a MacBook to the library. Craig is very happily using it!

Polaris update is scheduled for 7/13/26 so it will be down all day.

7. Construction Update

AC is working but needs some final tweeks.

Elevator modifications - GC (from Danforth AC job) 245K

****Move ahead on the Fire Alarm panel replacement not to exceed 5K: Trustee Hoeschele moved, Trustee Cole second. Motion approved.

8. Committee Reports

Finance Committee: Morgan Stanley meeting is 8/5/26

Next Finance Committee meeting is 9/9/26

9. New business

- Credit Card Policy: Motion to approve the Credit Card Policy with the following corrections: 2K for lines B-E and the Footer changed to CFL Credit Card Policy, Trustee Waldbauer moved to accept, Trustee Walter second. Motion approved.
- Investment Policy: Motion to approve the Investment Policy was made by Trustee Cole, second by Trustee Waldbauer. Motion approved.
- Annual Report to Community - Jessica shared the graphic with stats and it will be added to the CFL website.
- Server Replacement - a 3 yr old server has been donated by Nick P. and he's currently working on building it for us. The battery back up for $600 has been delivered. 30 Client Access Licences @ $17 each were also purchased.
- Work day - Trustee Petrella will send out a Doodlepole to the Library Trustees to find a date for a library grounds work day.

10. Next meeting date - Wednesday, August 19, 2026 at 6:30pm

Please have any requests for agenda items and corresponding documents to the President, Vice President and/or Library Director by Tuesday, August 5.

11. Adjourn

A motion to adjourn the meeting at 7:23pm was made by Trustee Waldbauer, second by Trustee Cole. Motion approved.