CFL Regular Board Meeting
August 28, 2026 6:30 pm

DRAFT Meeting Minutes

Board Members
Lauren Mossotti-Kline, John Hoeschele, Mike Anderson, Eugene Waldbauer, Julie Campbell, Kim Hay, Bonnie Haines.
Excused: Brian Riccardi, Kathleen Hennessey, Liz Cole, Kathleen Elliott, Kristina Petrella
Participating via zoom: Myron Walter, Elm Street Ext, Groton, NY 13073

Others Present
Director: Jessica Magelaner
Staff: Assistant Director Theresa Mekeel, Library Cataloging and Materials Specialist, Aimee Dorward, Safety and Facilities Specialist, Craig Larimer
Friends of Library group members: President Ashley Smith, Sally Clark, Renee Weeks, Tara Tetzlaff, Susan Soprano

Regular Meeting

1.The meeting was called to order at 6:34 pm by President Mossotti-Kline

2. Friends Introductions

3. Public Comment

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

4. Approval of Minutes

- **June 17 Regular Board Meeting**
  Trustee Hoeschele moved to accept minutes from the June 17, 2026 regular meeting, seconded by Trustee Haines. Motion approved.
- **July 17 Executive Committee Meeting**
  Trustee Hay moved to accept minutes from the July 17, 2026 executive committee meeting, seconded by Trustee Hoeschele. Motion approved.

5. Review and Vote to Receive Financial Statements

June-July 2026 Financials

- Trustee Waldbauer moved to accept the June-July 2026 Financial Statements, seconded by Trustee Campbell. Motion approved.

6. Facilities Report

Craig reported that there were no new incidents to report in July.

President Mossotti-Kline acknowledged how far the library has come over time in creating an incident free environment for staff and patrons and thanked staff for their work.

7. Old Business

- **2025 Financial Review-Audit**

  Ratify vote to engage Kurt Behrenfeld
  Trustee Hoeschele made a motion to ratify the vote from the July 17, 2026 Executive Committee meeting to engage Kurt Behrenfeld to prepare the 2025 financial review and 990. Seconded by Trustee Campbell. Motion approved.

- **Server Replacement**
  Director Magelaner reported that Nick is continuing to work on a refurbished server for the library, also considering looking into the Empire Network as an alternative to Spectrum.

8 Director's Report

Director Magelaner reported that she and staff met with new Tompkins Co. Public Library director Emerson DeMeester-Lane. Grant request for parapet repair work will be completed by Friday this week. A bed bug incident was quickly contained after being discovered. The Finger Lakes Library System community read discussion: Meet Me at the Library is on September 17. Director Magelaner will be setting up interviews to fill an open part time position. Evie Hull has finished her MLS degree program and has successfully obtained a position as a school librarian in Syracuse!

9. **Construction Update**

- Chair Walter gave an update on construction developments. A quote was received from Talis Historic Restorations for windows. Cost would be $12,000 per window (this would be just for wooden ones) Elevattitt contacted Myron to report they are working on a Little Falls elevator project that is similar to ours and would like to talk again. Payments on hold to JW Danforth on A/C project until all items are completed.

10. Committee Reports

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

- **Presidents Report**
  President Mossotti-Kline thanked Trustees Ricardi and Elliott for their work in developing the new Friends of the Library group
- **Marketing**
  Chair Hoeschele reported that support will be given to newly formed Friends Group for social media and website page
- **Nominating**
  Chair Haines reported that the board has 2 vacant seats. Letters have been distributed to various clubs and groups to stir up interest .

- Chair Hay reminded board members to complete the annual Trustee evaluation form for Library Director to be compiled by the end of August.
- **Finance**
  Update is available on Google Drive
- **Policy Ad-Hoc**
  Chair Cambell is working on updating workplace violence and audit policies. There is one policy on the agenda this month and two policies in process for review at September meeting.
- **Friends**
  Friends elected officers for the new group in July.
  Ashley Smith, President
  Alex Phonsavah, Vice President
  Theresa Radley, Social Media
  The group had a successful booth at Porch Fest on August 16. They are now looking to have a table at this year's Pumpkinfest

11. New Business

- **Trustee Leadership/Open Board Seats**
  President Mossotti-Kline discussed that Trustee Petrella is stepping down from the Vice President position leaving a vacancy for board president and vice president for the 2027 slate. A plan is necessary for filling the open board seats and 2027 officers slate.

- **Sale or Disposal of Surplus Library Property Policy**
  Trustee Haines made a motion to approve Surplus Library Property Policy as amended, seconded by Trustee Hoeschele. Motion approved.

- **Social Media Policy**
  Trustee Hay made a motion to approve Social Media Policy as presented, seconded by Trustee Waldbauer. Motion approved

12. Next Meeting Date- Wednesday, September 16, 2026 at 6:30pm

- Please have any requests for agenda items and corresponding documents to the President and/or Library Director by Tuesday, September 8.

13. Adjourn

Trustee Haines made a motion to adjourn, seconded by Trustee Waldbauer. Motion approved.

Meeting adjourned at 7:42

Respectfully submitted
Mike Anderson
Secretary, Board of Trustees