

Meeting of the Board of Trustees of the Coburn Free Library January 18, 2024

**Present:** Linda Williams, President, James Pritchard, Vice- President, Ellen Keough, Secretary, Michael Fenn, Trustee,, Carlynnne Freitag, Trustee, Joe Palladino, OACSD Trustee, Mikayla Worzel, Executive Director

**Excused:** David Woodburn, Treasurer

**Absent:** Jason Luke, OACSD Trustee, Mike Phelps, OACSD Trustee

**Approval of December Minutes:** James Pritchard moved that the December minutes be accepted. Michael Fenn, seconds. Approved.

**Financial Report:** Account balances have been reconciled to statements for December.

From Bank Statements as of 12/31/23:

Director Discretionary Fund	\$ 3,641.28
Line of Credit	\$ 17,611.92
Regular Checking	\$ 182,651.37
Endowment Fund	\$ 804,562.33

Income from the library tax received from OACSD. Yearly lump sum payment that is due on the line of credit was made and is reflected in the updated line of credit balance. Our plan is to have the line of credit paid within a year.

**Director Report:** Work will begin on the grading for the gazebo by Tioga Gardens in the spring. Funding is coming from Rotary and the Friends of the Coburn Free Library. Mikayla Worzel will be adding a tab to our webpage for the Friends of the Library. She will also evaluate what other policies or documents need to be linked to our website. Mikayla led the discussion of the need for an increase in tax funding. It has been three years since our last request and we have increased funding requirements due to cost of living increases as well as payroll increases due to minimum wage increase.

**James Pritchard made the motion: A motion that the board approve the inclusion of a referendum (on the OACSD budget vote) that the annual CFL library tax be increased by \$20,000 to support and maintain our library. Carlynnne Freitag, seconds. All approve.**

Wording for the petition will be reviewed at the February meeting.

Our current long range plan will be reviewed by the executive director and the board President, Linda Williams. Trustee, Joseph Palladino informed the Board that the school district is in the process of hiring a new librarian. Coburn Library looks forward to any help and assistance that they can provide and look forward to new collaboration.

#### **Old Business**

HVAC proposals: No change.

#### **New Business:**

1. Board of Trustee Term Review:

Linda Williams 2023 - 2027

James Pritchard 2020 - 2024

Ellen Keough 2020 - 2024

David Woodburn 2023 - 2027

Michael Fenn 2021 - 2025

Carlynn Freitag 2023 - 2027

2. Treasurer Change: With written request to relinquish duties as Treasurer by David Woodburn, the board made the following motion:

**Joseph Palladino made the motion to accept the resignation of David Woodburn as Treasurer and remove him as signer and party for Chemung Canal Trust company and Tioga State Bank. In addition, name Michael Fenn as Treasurer and add him as a signer and party for Chemung Canal Trust Company and Tioga State Bank. James Pritchard, seconds. Michael Fenn abstains and the remaining Board approves.**

3. NY Library Board Education Requirements: A reminder that with the new year, 2 hours of training is required of all trustees. Reminders about Trustee education requirements from the state. As well, the Conflict of Interest and the Whistleblower policies require review and signature every year; and the Sexual Harassment Prevention Video is to be reviewed. (The Secretary will provide copies of the policies at the February meeting.
4. Chemung Canal Corporate Resolution regarding access to review our accounts. It was reviewed by the Board on 1/18/2024.
5. Front Doors: A volunteer has offered to refinish the front doors of the library. The director will speak with them to get more information.

**Executive Session:** Discussion of a personnel matter.

The next regular meeting of the Board of Trustees: **Thursday, February 15, 2024 at 10 AM.**

Respectfully submitted, Ellen C. Keough