

Meeting of the Board of Trustees of the Coburn Free Library August 17, 2023

Present: Linda Williams, President, James Pritchard, Vice President, Ellen Keough, Secretary, David Woodburn, Treasurer, Michael Fenn, Trustee, Carlynne Freitag, Trustee, Mykala Worzel, Director

Absent: Joe Palladino, OACSD Trustee, Jason Luke, OACSD Trustee, Mike Phelps, OACSD Trustee

Approval of July Minutes: Linda Williams moved that the July minutes with addendum be accepted. David Woodburn seconds. Approved.

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

From Bank Statements as of 7/31/23:

Director Discretionary Fund	\$ 3,641.28
Line of Credit *	\$ 30,628.15
Regular Checking	\$ 98,286.13
Endowment Fund *	\$ 788,751.16

An item of note from the Balance Sheet is the line of Credit is under 31,000. Larger lump sum payment is due in November. And our Profit and Loss shows we are still waiting for funds from the school referendum. Mike and Mikayla are to find out what the parameters for the discretionary account.

Director Transition

FLLS representatives will be providing new employee training the week of the 21st. Linda Williams will inform the current staff and Ellen Keough will provide press announcements to the Tioga County Courier and the Owego Pennysaver. The Director Vacation policy was reviewed, Ellen made a motion to accept the policy and Carlynne Freitag seconds and all approve. Mike Fenn has informed the other candidates of the Board decision..

Old Business

HVAC issues - Dave will work on getting additional quotes.

New Business:

Policy and Protocol for recording - moving to next meeting for discussion.

The next regular meeting of the Board of Trustees: **Thursday, September 21, 2023 at 10 AM.**

Respectfully submitted,

Ellen C. Keough