

Meeting of the Board of Trustees of the Coburn Free Library October 19, 2023

Present: Linda Williams, President, Ellen Keough, Secretary, David Woodburn, Treasurer, Michael Fenn, Trustee, Carlyne Freitag, Trustee, Mykala Worzel, Executive Director

Excused: James Pritchard, Vice President, Joe Palladino, OACSD Trustee

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

Approval of September Minutes: Mike Fenn moved that the September minutes be accepted. Linda Williams seconds. Approved.

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

From Bank Statements as of 9/30/23:

Director Discretionary Fund	\$ 3,641.28
Line of Credit	\$ 28,628.15
Regular Checking	\$ 76,197.92
Endowment Fund	\$ 747,567.38

While we are still waiting on the funds from the school district, cash flow is sufficient through year end. Signers on the discretionary fund at Community Bank will be updated. And a reminder to the board that approximate payment of \$12,000 will be due in November on the Line of Credit. There was a first pass of the budget for 2024, second pass next month with approval in December.

Director Report: Mykala reported that there was concern about the drop off of a few inches on one side of the outdoor pavilion. Mike Fenn made a motion that she solicit bids grading; Ellen seconds and it was approved by the board. The Mildred Faulkner Truman grant has been extended until the new year. Mikayla has applied for a grant from Tioga Downs for the remainder of the storm window project cost. Director has been approached by NYSEDA for consideration of electric car charge spaces in our lot. She will request more information. There has been discussion with FLLS on being part of the Library Road Trip.

Old Business

HVAC proposals: Dave Woodburn wants to speak with Jeff Smith about the placement of HVAC equipment on the annex side of the building, then we can be more specific in our request for bids.

First Amendment Audit: Review of the document that was updated by the executive director from the template has been approved with changes discussed. Ellen made the motion to accept with updates discussed. Mike Fenn seconds. Approve.

New Business:

Mike Fenn made a request that we provide a thank you bonus to those employees who provided extra coverage during the interval without an executive director.

There was a short discussion of the keynote speaker from the Annual meeting of the Finger Lakes Library System. The next regular meeting of the Board of Trustees: **Thursday, November 16, 2023 at 10 AM.**

Respectfully submitted, Ellen C. Keough