

Meeting of the Board of Trustees of the Coburn Free Library February 15, 2024

Present: Linda Williams, President, James Pritchard, Vice- President, Ellen Keough, Secretary, Michael Fenn, Treasurer, David Woodburn, Trustee, Carlyne Freitag, Trustee, Mikayla Worzel, Executive Director

Excused: Joe Palladino, OACSD Trustee

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

Approval of January Minutes: James Pritchard moved that the January minutes be accepted. Dave Woodburn, seconds. Approved.

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

From Bank Statements as of 1/31/243:

Director Discretionary Fund	\$ 3,641.28
Line of Credit	\$ 16,611.92
Regular Checking	\$ 144,062.06
Endowment Fund	\$ 805,494.42
CD-Tioga State Bank	\$ 50,000.00

We are on track to have the line of credit paid this the year.

Director Report: Mikayla completed the library annual report as required by New York State. It will be forwarded to Finger Lakes for review and any correction necessary. **James Pritchard moved that the 2023 CFL Annual Report be accepted by the Board, Mike Fenn, seconds, all approve.**

Mikayla created a community report based on data from the annual report. The Community Report and the Annual Report will be attached to the website. Mikayla has notified FLLS that we intend to request an increase to our tax levy in 2024. She will find out what wording, number of signatures required, and dates. The Long Range Plan was updated and will also be attached to the website. The Arts Council has approved the grant for \$5000 to allow the FL Orchestra to perform in our Tioga County Libraries.

Old Business

HVAC System Project: After speaking with the architect of our Accessibility Project, it was suggested that we meet with his engineer for heating and cooling. He raised concerns over air exchange and humidity levels. At our next meeting, we plan to meet with the engineer. The Front steps are to be addressed in the spring.

Linda Williams made a motion that we cover costs of materials to refinish the front doors. Mark Trabucco has offered his labor. Dave Woodburn seconds. All approve.

New Business:

1. NY Library Board Education Requirements: Several members of the board have registered to attend a FLLS program "Overview of Application Process for Library Construction." Reminders of required viewing of Sexual Harassment Prevention video. Conflict of Interest and the Whistleblower policies were reviewed and signed at this meeting.

The next regular meeting of the Board of Trustees: **Thursday, March 21, 2024 at 10 AM.**

Respectfully submitted, Ellen C. Keough