

Meeting of the Board of Trustees of the Coburn Free Library March 21, 2024

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

Excused: Carlynne Freitag, Trustee, Joe Palladino, OACSD Trustee

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

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

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

From Bank Statements as of 2/29/24:

Director Discretionary Fund	\$ 4,141.28
Line of Credit	\$ 15,611.92
Regular Checking	\$ 136,088.76
Endowment Fund	\$ 825025.03
CD-Tioga State Bank	\$ 50,000.00

We are to the good, two months into the new year. Mike Fenn contacted Gregory Stuart from Tioga State Bank regarding our Line of Credit. It will remain available to us to draw from through 2026. Linda made a motion to approve the documents from the Finance Committee. Jim Pritchard seconds, all approve.

Director Report:

Tax Levy: The petition for 2024 Library Tax Levy Increase is in the library and signatures are being gathered.

Grants: Community Foundation of South Central New York grant approved and it will provide funding for Adult Paint nights for a year. Community Foundation of Tompkins County grant completed; this to be used for Summer REading programs. Mikayla is preparing other grants - Outreach grant with cemetery and one with the Preservation League of New York.

Mikayla is evaluating proposals for cleaning of roof and drains. We recently had heavy rains and clogged drains caused a rush of water in basement.

Old Business

HVAC System Project: **David Woodburn made a motion to accept the proposal from Chianis + Anderson Architects for design services and a detailed scope of work for a new HVAC system. Linda Williams seconds. All approve.**

New Business:

1. Review of updates suggested for the Meeting Room Use Policy. Mikayla will pass this change by Sara Gologowski from FLLS.
2. Director and three members of the Board attended a FLLS program "Overview of Application Process for Library Construction."

The next regular meeting of the Board of Trustees: **Thursday, April 18, 2024 at 10 AM.**

Respectfully submitted, Ellen C. Keough