

Meeting of the Board of Trustees of the Coburn Free Library April 25, 2024

Present: Linda Williams, President, Michael Fenn, Treasurer, Mikayla Worzel, Executive Director

Excused: Carlynn Freitag, Trustee, Joe Palladino, OACSD Trustee, James Pritchard, Vice- President, Ellen Keough, Secretary, David Woodburn, Trustee,

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

Approval of March Minutes: Has been tabled for the May meeting

Financial Report: Account balances have been reconciled to statements for February. From Bank Statements as of 3/31/24:

| | |
|-----------------------------|---------------|
| Director Discretionary Fund | \$ 4,141.28 |
| Line of Credit | \$ 14,611.92 |
| Regular Checking | \$ 126,244.33 |
| Endowment Fund | \$ 834,515.55 |
| CD-Tioga State Bank | \$ 50,000.00 |

The bank reconciliations were reviewed prior to the meeting. There was routine monthly activity for March. The financial reports were tabled to be approved at the May meeting

Director Report:

Tax Levy: The petition for 2024 Library Tax Levy Increase has been accepted by the OACSD board clerk, Marcy Hill, and will be on the May school budget ballot.

Grants: The community foundation grant was approved for \$ 4,493 toward the summer reading program. The Finger Lakes Out Reach mini grant for backpacks was also approved in the amount of \$250.

Roof and drain maintenance:

Old Business

HVAC System Project: Jeff Smith has visited the library a few times recently to begin preliminary reviews of the scope of the project.

Meeting Room Policy Additions: Mikayla will submit an updated draft for the May meeting.

New Business:

Dynamic Cleaning: There have been a couple of issues arise recently and some discussion occurred regarding possibly seeking out quotes for another vendor

Home Central Yard Sale: The event will occur on June 1, 2024. The Library will have a table at the event and Mikayla will discuss possible volunteers for the table at the Friends of the Library Meeting on May 3rd

Annual Trustee Education: A friendly reminder to all board trustees to complete their sexual harassment prevention training.

The next regular meeting of the Board of Trustees: **Thursday, May 16, 2024 at 10 AM.**

Respectfully submitted, Mike Fenn