

Meeting of the Board of Trustees of the Coburn Free Library July 18, 2024

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

**Excused:** Joe Palladino, OACSD Trustee, David Woodburn, Trustee

**Approval of June Minutes:** James Pritchard moved that the June minutes be accepted. Carlyne Freitag, seconds. Approved.

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

From Bank Statements as of 6/30/24:

Director Discretionary Fund	\$ 4,141.28
Line of Credit	\$ 11,611.92
Regular Checking	\$ 93,714.10
Endowment Fund	\$ 850,331.62
CD-Tioga State Bank	\$ 50,000.00

The CD matured in July and \$25,000 was reinvested for another 6 months. We are still on line to complete the Line of Credit payments in November. Mention was made that our "Other Grants" account is already more than the budget for the year. Thank you Mikayla. James Pritchard moved that we accept the Financial reports, Linda Williams, seconds and all approve.

**Director Report:**

Mikayla continues to work on The SHPO Grant which will provide funding for the HVAC system. She has met with Mechanical engineers from the Architectural Firm and Mechanical Contractors. Original blueprints for the building were located in the Tioga County Museum. The Summer Reading program is underway and going well..

**Old Business**

HVAC System Project: Site visits as noted above on 7/10 and 7/15.

Continuing to look for cleaning service quotes.

Lactation Policy as mandated by the state has been reviewed and accepted as Coburn Free Library Policy.

**New Business:**

1. Mike Phelps and Jason Luke are no longer on the OACSD School Board and the newly elected trustees are not village residents.
2. We continue to monitor Board member education.
3. The Library will participate in Porch Fest with two bands using our pavilion on August 17.

The Board went into executive session to review the Director Evaluation template, format and content completeness.

The next regular meeting of the Board of Trustees: **Thursday, August 15, 2024 at 10 AM.**

Respectfully submitted, Ellen C. Keough