

Meeting of the Board of Trustees of the Coburn Free Library September 19, 2024

**Present:** Linda Williams, President, James Pritchard, Vice-President, Ellen Keough, Secretary, Michael Fenn, Treasurer, Carlynn Freitag, Trustee,

**Excused:** Joe Palladino, OACSD Trustee, David Woodburn, Trustee, Mikayla Worzel, Executive Director

**Approval of August Minutes:**

Linda Williams moved that the August minutes be accepted. Carlynn Freitag, seconds. Approved.

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

From Bank Statements as of 8/31/24:

Director Discretionary Fund	\$ 4,141.28
Line of Credit	\$ 9,611.92
Regular Checking	\$ 96,252.28
Endowment Fund	\$ 876,002.03
CD-Tioga State Bank	\$ 25,000.00

We are still on track to complete the Line of Credit payments this year. The plan is to keep this account open with a zero balance for use for the HVAC project. "Larger" deviations from our 2024 budget expectations have been noted on the Profit and Loss Statement and these include architect fees for the HVAC project, current HVAC maintenance, computer purchases and insurance premium increases. The Board will review the first draft of the 2025 Budget next month.

James Pritchard made a motion to accept the financial reports as presented, Carlynn Freitag seconds and all approve.

**Director Report:**

Another successful Summer Reading Program is in the books. We were able to purchase 40 outside chairs with a rack for outside programming. The computers purchased (bulk buy with FLLS) will be installed next week. The Arts Council Grant final report was completed and the Orchestra of the Southern Finger Lakes has been paid. Construction grants have been submitted.

**New Business:**

1. The Board reviewed the updated Computer and Internet Use Policy to include copy and printing services. Mike Fenn made a motion to accept the policy as presented, James Pritchard seconds and all approve.
2. Annual Fall Fundraiser letter was reviewed and will be in the mail next week.
3. Annual meeting will be 10/18/24 in Ithaca. Notices are in trustee email today.

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

Respectfully submitted, Ellen C. Keough