

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

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

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

Approval of October Minutes: David Woodburn moved that the October minutes be accepted. Linda Williams seconds. Approved. Linda welcomed Lori Feasel (patron) to our meeting.

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

From Bank Statements as of 10/31/24:

Director Discretionary Fund	\$ 4,141.28
Line of Credit	\$ 7,611.92
Regular Checking	\$ 59,541.15
Endowment Fund	\$ 872,690.39
CD-Tioga State Bank	\$ 25,000.00

The Line of Credit payments will be complete when the Referendum money is received. The plan is to keep this account open with a zero balance for use for the HVAC project.

Director Report: Boiler repair is waiting for a necessary part. Expected receipt of part is end of November with immediate installation and repair. Small space heaters in the front desk area. The insurance claim has been processed and the library will just be accountable for the deductible.

Old Business: While waiting on Library Construction grant final approval, a necessary environmental study contract was signed and we are waiting for start date. A request to have NYSEG bring our electricity to a "3 phase" can be made in preparation for project.

New Business:

1. Board Education: Ellen attended the FLLS Annual Meeting on 10/19. Mike Fenn attended the NYLA meeting on November 8. Carlynne Freitag is scheduled to virtually attend Trustee Education on December 6.
2. The Director made a proposal to change Saturday hours from 1 to 4 pm, to 10 am to 1 pm. This was a staff request. The weekly hours remain the same. Director has received positive feedback.
3. The second draft of the budget for 2025 was reviewed.

Trustee terms are to be reviewed at the December meeting. The next regular meeting of the Board of Trustees: **Wednesday, December 18, 2024 at 11 AM.**

Respectfully submitted, Ellen C. Keough