

Meeting of the Board of Trustees of the Coburn Free Library January 16, 2025

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

Excused: Joe Palladino, OACSD Trustee

Approval of December Minutes: Mike Fenn moved that the December minutes be accepted. Carlynne Freitag seconds. Approved.

Financial Report: Account balances have been reconciled to statements for December. Twenty-five thousand dollars has been reinvested in a CD for a term of 7 months at 3.97%. The Line of credit for the accessibility project has been completed. Motion made to approve financial statements, all approve.

From Bank Statements as of 12/31/24:

Director Discretionary Fund	\$ 3,951.90
Line of Credit	\$ 0.00
Regular Checking	\$ 185,890.07
Endowment Fund	\$ 876,478.90
CD-Tioga State Bank	\$ 25,000.00

Director Report: Parts for the radiator repairs are in and expected to be installed in the next few weeks. Director has begun work on the summer reading program.

Old Business: Discussion of the next phase of the HVAC project centered on approval of the HVAC Design-Assist Services with SEI design group. (A copy will be maintained with the minutes.) This will enable SEI to take the next step to initiate a work order with NYSEG with input from electrical engineering firm, to upgrade our electrical service. Further scope of the services are in the document. David Woodburn made a motion to enter into the HVAC Design-Assist Services contract with SEI, Carlynne Freitag seconds. All approve. Linda Williams, Board President will sign this contract. Fees for this contract will be billed monthly at hourly rates not to exceed \$28,000 for the project.

New Business:

1. Reminder of annual trustee education requirement of 2 hours per year. Whistleblower Policy and Conflict of Interest Policy were reviewed and signed by all present. Reminder of required annual review of Harassment Prevention Videos.
2. Insurance Death policy of \$15,000 to be provided to employees at no extra cost to the library. It is included with our Workers compensation insurance.
3. Prenatal Leave Policy as required by the state of NY was reviewed. Linda Williams made a motion to approve the policy as provided and Mike Fenn seconds. All approve.
4. The library will not be seeking an increase to the Referendum Tax this year..
5. Request to move the date of our next board meeting to accommodate review and approval of the Annual Report prior to deadline of 2/22/25.

The next regular meeting of the Board of Trustees: **Thursday, February 13, 2025 at 10 AM.**

Respectfully submitted, Ellen C. Keough