

Meeting of the Board of Trustees of the Coburn Free Library February 13, 2025

Present: Linda Williams, President, Ellen Keough, Secretary, Michael Fenn, Treasurer, Carlynnne Freitag, Trustee, David Woodburn, Trustee, Mikayla Worzel, Executive Director

Excused: James Pritchard, Vice-President, Joe Palladino, OACSD Trustee

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

Financial Report: Account balances have been reconciled to statements for January. Review of the accumulated depreciation will be done mid year for a more realistic and current value. Several non-directed donations have been made and it was decided that these monies would be held in a special project revenue account for our upcoming construction project. Income tax form 990 has been completed and is ready to file.

From Bank Statements as of 1/31/25:

Director Discretionary Fund	\$ 4,141.28
Regular Checking	\$ 141,876.67
Endowment Fund	\$ 896,958.49
CD-Tioga State Bank	\$ 50,000.00

Director Report: Community Arts Grant for Story with Music received. It was for \$1000 less than we requested. The Annual Maintenance contract with SureTemp for the boiler is still in process. Reminder that the annual inspection of the elevator needs to be scheduled with a third party and Schindler. Director attended a meeting with the Tioga County Economic Development Community Development Specialist Sean Lanning and Tioga County Foundations Coalition members. Our Director will be coaching the high school softball team this spring.

Old Business: A meeting has been scheduled for March 4 with SEI Design Group and representatives from NYSEG to upgrade the electrical service to the library.

New Business:

1. Reminder of required annual review of Harassment Prevention Videos. Linda Williams attended a webinar on the topic of "Advocacy". Ellen Keough reviewed a webinar on the topic of "Director and Officer Insurance." A copy of our D&OI policy will be available to board at our next meeting.
2. The library Annual Report was reviewed and Mike Fenn made a motion to accept the Annual Report as presented. Linda Williams seconds. All approve.
3. Community Report using data from the Annual Report will be attached to our web page.

The next regular meeting of the Board of Trustees: **Thursday, March 20, 2025 at 10 AM.**

Respectfully submitted, Ellen C. Keough