

Meeting of the Board of Trustees of the Coburn Free Library March 20, 2025

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

Guest: Lori Feasel

Excused: Carlynne Freitag, Trustee

Absent: Joe Palladino, OACSD Trustee

Approval of February Minutes: Linda Williams moved that the February minutes be accepted. Mike Fenn seconds. Approved.

Financial Report: Account balances have been reconciled to statements for February. 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. This is account 41500. Income tax form 990 has been filed.

From Bank Statements as of 2/28/25:

Director Discretionary Fund	\$ 3,921.34
Regular Checking	\$ 146,214.50
Endowment Fund	\$ 894,733.84
CD-Tioga State Bank	\$ 50,000.00

Director Report: The Construction grant required some changes, mostly moving things around. A bid from NYSEG is required for the document and we expect to have that this week or early next week. The summer reading program grant came in at less than requested but the director will find other sources. The Annual Maintenance contract with SureTemp for the boiler is still in process. The annual third party inspection of the elevator is scheduled for April.

Old Business: Representatives from NYSEG met with SEI Design, Library Director and some Trustees to discuss the upgrade in the electrical service to the library. An estimate is to be provided in two weeks.

New Business:

1. NYSEG requested access to the building for meter maintenance. After discussion, a motion was made. Linda Williams made the motion, "to not give NYSEG unsupervised access to the building." It was seconded by Mike Fenn and all approve. Library staff, director and trustees will provide access to NYSEG when required.
2. Reminder of required annual review of Harassment Prevention Videos.
3. The Director is working on a collaboration with Stray Haven.
4. The executive order regarding the "minimization" of Institute of Museum and Library Services will have some effect locally. We are not sure of all the impacts it will have.

The next regular meeting of the Board of Trustees: **Thursday, April 15, 2025 at 10 AM.**

Respectfully submitted, Ellen C. Keough