

Meeting of the Board of Trustees of the Coburn Free Library June 12, 2025

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

Absent: Joe Palladino, OACSD Trustee

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

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

From Bank Statements as of 5/31/2025:

Director Discretionary Fund	\$	4,921.34
Regular Checking	\$	93,225.37
Endowment Fund	\$	876,323.66
CD-Tioga State Bank	\$	50,000.00

The CD will mature in July. Account number 65501 will be used to account for expenses for our capital project. Any unspecified income will be placed into account 41500 for the capital project.

Director Report: Grant writing and submissions continue. Summer Reading preparations continue..

Old Business: We have received a proposal for the labor and materials for HVAC project. As anticipated some additional work will be required for chimney repairs, HVAC (for both floors) will require two Split units and some additional items have been added. One notable item is the placement of the electrical panel from the basement to the outside of the building. This will place the unit above the flood line requirement. It will not be visible from the street. Project costs are estimated at approximately \$400,000. This is before the additional request to move the electrical panel.

New Business:

A motion was made by David Woodburn: Move that the Board of Trustees accept the terms and conditions of the Secured Line of Credit from Chemung Canal for the purpose of proceeding with the HVAC Capital Project. James Pritchard seconds, all approve.

Spectrum Proposal was declined.

The next regular meeting of the Board of Trustees: **Thursday, July 17, 2025 at 10 AM.**

Respectfully submitted, Ellen C. Keough