

Meeting of the Board of Trustees of the Coburn Free Library August 21, 2025

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

Excused: Linda Williams, President, Michael Fenn, Treasurer, Joe Palladino, OACSD Trustee

Approval of July Minutes: M. Fenn moved the July minutes be accepted. C. Freitag seconds. Approved.

Financial Report: Account balances have been reconciled to statements for July. From Bank Statements as of 7/31/2025:

Director Discretionary Fund	\$ 4,712.61
Regular Checking	\$ 72,072.32
Endowment Fund	\$ 909,894.94
CD-Tioga State Bank	\$ 50,000.00

The CD matured on August 11 and funds with interest have moved to our general fund. 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: We still have no news about the NYS construction Grant; however we continue to seek help from other sources to help with the construction project. TSB and Mildred Faulknew Truman requests were successful. Summer Reading is going very well with steady attendance. The Architecture Adventure backpacks are out and being utilized.

Some concerns were expressed about the web page and updates/old information remaining out there.

Old Business: We have received the construction contract from Lane with a \$412,184 cost. This includes the movement of the electrical panels but not the roof access portion. Architect fees are not included in this number. Lane is waiting upon insurance approval of subcontractors and then hopefully work can begin.

New Business: Discussion on installation of a lock box near the rear entrance as someone made off with the used book donation canister. This led to discussion of security cameras.

Fall Fundraising Letter. There was discussion on the necessity of sending it out this year. The board discussed a different type of letter that would seek support and or pledges for the HVAC project.

Carlynne Freitag made the following motion: **Whereas, Chemung Canal Trust approved the Coburn Free Library secured line of credit for \$600,000.**

Whereas, Chemung Canal Trust requires the Coburn Free Library establish a new checking account for purposes of utilizing the secured line of credit.

Be it resolved, the Coburn Free Library designates President Linda Williams and Treasurer Michael Fenn be the official signers of the new Chemung Canal Trust checking account.

David Woodburn seconds and all approve.

The next regular meeting of the Board of Trustees: **Thursday, September 18, 2025 at 10 AM.** The Board moved into executive session.

Respectfully submitted, Ellen C. Keough