

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

**Present:** L. Williams, President, J. Pritchard, Vice-President, M. Fenn, Treasurer, E. Keough, Secretary, C. Freitag, Trustee, D. Woodburn, Trustee, M. Worzel, Executive Director

**Excused:** J. Palladino, OACSD Trustee

**Approval of October Minutes:** C. Freitag moved the October minutes to be accepted. D. Woodburn seconded. Approved.

**Financial Report:** Account balances have been reconciled to statements for October. From Bank Statements as of 10/31/2025:

Director Discretionary Fund	\$ 4,712.61
Regular Checking	\$ 118,245.11
Endowment Fund	\$ 960,858.91
HVAC Checking Acct	\$ 1,497.29

**Director Report:** No news about the NYS construction Grant. The Director continues to work with local grant administrators for three year commitments for the HVAC project. The Director continues to pursue some new programming for adults for the fall and winter.

**Old Business:** Digging for the electrical line completed in October. The outside electrical panel has been ordered. The final decision of roofing improvements and installation of roof access hatch will determine our final project anticipated cost. The closing of Baker and Taylor (supplier of library books) also impacts our annual reporting as they hold the software. More to come.

**New Business:** A new requirement for a disaster preparedness policy has been established by NY state. A draft of the 2026 Budget was reviewed and will be voted on next month. A motion was made by M. Fenn to pay bonuses of \$500 to 5 employees; C. Freitag seconded and all agreed.

**Reminders for next meeting:** Review Trustee terms.

The next regular meeting of the Board of Trustees: **Thursday, December 18, 2025 at 10 AM.**

Respectfully submitted, Ellen C. Keough