

Cohocton Public Library Board Minutes  
April 17, 2023

Meeting called to order by President Jessica Roper at 4:10 pm

Present: Molly Fox, Jessica Roper, Pam Vogt, Kathy Krivitza, Barb Storms, Jim Feely, Freda Feely

Changes to the agenda: Add welcome new director

Financial report given by Kathy Krivitza:

March balance: \$136,736.91; balance with outstanding checks: \$136,993.41

Paid Family Leave: \$12,295.15

Capital Fund Money Market: \$110,881.51; interest \$18.83

Kathy contacted the bank regarding the credit card since it has the former director's name on it. Molly needs to call the number on the back of the card and ask for an A/O form (authorizing officer) and the bank will mail it to the library. The bank will then be able to cancel the old card and send an updated card.

Motion to accept March minutes made by Jess, seconded by Jim

Director's report given by Molly Fox - see attached March report.

Motion to accept report made by Barb, seconded by Pam

Old Business:

- a. Construction project, next steps, upstairs: Molly has discussed the project with Brian Hildreth and she plans to attend a class on this topic. Molly will need to draw up plans for the construction and present it to the Board for approval.
- b. New purchase (hanging racks/ chair dollies): deferred until next meeting. Kureg has been purchased.
- c. Dustin Clark new hire: He works 1 day a week as a page.
- d. Director applications: These were reviewed, interviews done and a new director has been hired.

New Business:

- a. Getting a computer for Dana: We have extra computers in the library. She will see if she can use one of them.
- b. Working on completing charter application: Molly has been looking through the paperwork and complying data. There is a template the Board will need to complete.
- c. Dana's pay: The program coordinator position pay was increased to \$15.00 an hour in June 2022. When Dana started in October 2022, she received minimum wage. Board feels she should receive retroactive pay for the adjusted amount she should have received to correct the underpayment..

Vote: Pam - Yes; Jess - Yes; Jim - Yes; Freda - Yes; Kathy - Yes, Barb - Yes

- d. Upcoming school budget vote: The vote is May 16 and there is a budget hearing the week before. There is a table that will be set up with flyers. Molly will reach out to the Wayland library director to see if she should attend. Board felt it would be good for Molly to attend to introduce herself as the new library director.
- e. Minimum state required policies: Barb reports that thru an STLS message, NYS Education Department requires that libraries be in compliance with Minimum Standards to complete a charter and receive State Aid grants. Policies include: Open Meetings, Confidentiality of Library Records, Internet Use, Disaster Plan, Conflict of Interest, Whistle Blower, and Sexual Harassment. Barb used templates sent by Brian Hildreth and wrote policies for our library. Board members have copies of the policies (email or printed). They are to be reviewed and will be discussed at the June meeting.
- f. 2022 Annual Report to the Community: This needs to be done. Molly has started the report.
- g. Welcome new director: Molly Fox has been hired as the library director. She started April 10, 2023. Hours are 30 hours a week, salary is \$19.00 an hour.  
Vote: Pam - Yes; Jess - Yes; Jim - Yes; Freda - Yes; Kathy - Yes, Barb - Yes

Trustee Concerns: None

Motion to adjourn the meeting made by Barb, seconded by Kathy and so done at 4:39 pm.

Respectively submitted,  
Barbara Storms, Secretary