

Cohocton Public Library Board Minutes  
December 18, 2023

Meeting called to order by Interim President Jim Feely at 4:10 pm

Present: Jim Feely, Molly Fox, Kathy Krivitza, Barb Storms. Sandy Shafer

Changes to the agenda: Add annual performance evaluations and sexual harassment training.

Financial report given by Kathy Krivitza. Money from the construction aid funds were put into certificates of deposit to earn interest.

October balance: \$36,905.22; balance with outstanding checks: \$37,049.97

Paid Family Leave: \$15,295.15

Capital Fund Money Market: \$84,584.80; interest \$20.87

8 month C of D: \$50,000

13 month C of D: \$75,000

November balance: \$188,060.46; balance with outstanding checks: \$190,390.60

Paid Family Leave: \$15,295.15

Capital Fund Money Market: \$84,598.71; interest \$13.91

Motion to accept financial report made by Jim, seconded by Barb

Motion to approve October and November meeting minutes made by Kathy, seconded by Jim.

Director's report given by Molly Fox - refer to attached October/ November reports.

New program called "STEAM Team" was introduced which focuses on educational projects. It will alternate on Fridays with Teen Time. Molly received a scholarship to attend the New York Library Association conference. We have been approved for the Thinking Money for Kids program and more information will be available in 2024. We had 70 people come for the Secret Santa in December.

Motion to accept Director's reports made by Kathy, seconded by Barb.

Old Business:

- a. Bond Update: Molly reports the double coverage has been canceled and money has been reimbursed.
- b. Construction Aid Funds: Kathy deposited money from the construction aid funds and some from the capital fund money market into certificates of deposit, as noted above. They will earn 5% interest.
- c. Adopting ALA Suggested Policies: These policies cover first amendment rights. They include:

The Freedom to Read Statement

Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

Freedom to View Statement

Library Bill of Rights

Molly will put these in policy format before filing. Kathy made a motion to accept the four suggested policies, seconded by Sandy.

Vote: Jim - Yes; Sandy - Yes; Kathy - Yes; Barb - Yes

New Business:

- a. Community Arts Grant: Molly submitted an application to the Arts Council of the Southern Finger Lakes for 3 potential projects for next year: water colors, oil colors and comic books.
- b. 2024 Budget: Molly presented a proposed budget for next year. She reports an increase in wages and equipment for new computers. The computer money will come from the capital funds account. Less money is being put into the capital fund account. Molly requests a \$2.00 to \$3.00 increase in hourly wages for all employees since the minimum wage is increasing. Based on the minimum wage increase mandated by New York State, the Board agrees to increase their wages by \$2.00 an hour. This increase will cover increases through 2026; no salary increase for 2025. This increase will be effective January 1, 2024.
  - Page and Lauren: \$16.00 /hour
  - Dana and Donna: \$17.00 /hour
  - Kim: \$18.00 /hour
  - Molly: \$21.00 / hour
  - Vote: Jim - Yes; Sandy - Yes; Kathy - Yes; Barb - Yes
- c. Charter: Molly finished the paperwork for the Charter. It was signed by Jim, Board President and Barb, Board Secretary. Kathy notarized the paperwork to be submitted.
- d. Library Materials Challenge Policies: Molly presented copies of STLS recommended policies. They are templated policies, legally vetted. Board members to review them for approval at the next meeting. Policies are:
  - Challenge to Library Materials
  - Collection Management
  - Request for Reconsideration of Library Materials
  - Public Comment
  - Public Communications
  - Social Media
- e. Performance Appraisals: These are due by the end of December. The Board appraises Molly and Molly does the appraisals on the other staff members. Molly will look for templates used in the past.
- f. Sexual Harassment Training: This is due by the end of December. Molly will send out information and paperwork for everyone to complete.

Trustee Concerns: Jim read a card of appreciation in memory of Freda. The family expressed the gratification and love that Freda had with the Cohocton library. Her contributions to the library have been appreciated and she will be missed. The library has received many donations in her memory.

Sandy reports the wall on the outside of the library in the back appears to be bubbling and needs to be monitored.

Motion to adjourn the meeting made by Barb, seconded by Jim and so done at 5:27 pm

Respectively submitted,  
Barbara Storms, Secretary