

Cohocton Public Library Board Minutes

Monday, September 14, 2020

Location: Sturmer Hall

Meeting called to order at 4:04 pm by President Don Eck

Present: Don Eck, Pam Vogt, Barb Storms, Jessie Zeh, Freda Feely, Sandy Shaffer

Library Trustee Responsibilities (needing work – per Handbook for Library Trustees of NYS 2018 edition)

1. Minutes will not be read at board meetings; minutes, specific document and agenda will be sent out or be available at the library
2. Minutes of all board meetings must be taken and be available to the public; published within 2 weeks of the meeting
3. All expenses must be approved by the board at a legal meeting; annual operating budget must be posted when approved; Board of Trustees must have a method in place for the review and approval of all expenditures (we do not have a policy – Don proposed that the president will write one)
4. Trustees must learn and grow by attending conferences; Don suggested on-line conferences and he will take the first; Don encouraged every to read the trustee handbook

Freda asked if we are required to follow civil service rules; Don looked in the handbook and association libraries do not have to follow these rules

Financial Report (given by Pam):

Checking Account

Ending balance: \$222,853.87

Interest: \$10.78

Outstanding checks: 9 for total of \$1355.63

Paid Family Leave

Balance: \$6002.50

Interest: \$.19 for month, YTD \$1.54

Approval of Financial Report

Motion to approve made by Sandy, seconded by Pam

Vote: Pam-Y, Freda-Y, Barb-Y, Don-Y, Sandy-Y; motion carried

Approval of Director's Report (as explained by Jessie – see attached sheet)

Motion to approve Director's report made by Don, seconded by Freda

Vote: Pam-Y, Freda-Y, Barb-Y, Don-Y, Sandy-Y; Motion carried

Old Business

- a. Review of Abridged In-House Service: 4 visits per day-good amount of foot traffic; meeting public's needs; will continue with present method
- b. Construction of ADA Compliant Bathrooms: construction moving along nicely
- c. Circulation Area Shelving: 2nd quote higher than approved (\$12,133.67); motion to move sufficient funds (approx. \$200.00) from unallocated funds to capital expense operating costs made by Barb, seconded by Pam; vote Pam-Y, Barb-Y, Freda-Y, Don-Y, Sandy-Y; carried

Second Floor Window Replacement: 3 quotes – S. Seneca Vinal best at \$15,395.00 to replace all exterior upstairs window; tabled until next meeting and Jessie will check on possible extra expenses

- d. Discussion help on roof – Don put entry in budget for next year

New Business

- a. Proposed 2021 Cohocton Library Budget: 2nd person not hired, youth position not yet posted; Don noted a need to establish a capital fund for things that might go wrong, for example the furnace (not the roof); bring questions to next meeting; hopefully will have numbers from STLS
- b. Fee for participation in Paid Family Leave – tabled

- c. STLS 2020 Federal ARC Grant Workforce Development: Jessie explained plan for 2 Chrome books and wireless printer (would not compromise our security system), 4 Hot Spots (covers service used) 50% grant and library would commit to 50% (\$1173.74); Motion to affirm commitment (if grant comes through) made by Barb and seconded by Freda; vote: Pam-Y,

Freda-Y, Barb-Y, Sandy-Y, Don-Y; motion carried

- d. Sexual Harassment Training: we have the fiscal year to complete (Dec. 31); 3 videos to watch- can be counted toward trustee professional training
- e. Pam asked about donating to the candle memorial at the Lutheran Church, Pam will check with Marilyn Hynes, donation needs to be approved this year
- f. Great Beginnings will start in October – great interest shown

Trustee Concerns – none

Adjourn meeting: motion made by Freda, seconded by Barb, carried and so done at 5:37pm

Next Meeting: **Tuesday**, October 13 at 4:00PM

Respectfully Submitted,

Sandy Shaffer