

Cohocton Library Board Minutes
March 15, 2021

Meeting called to order by President Jess Roper at 4:13 pm

Present: Jess Roper (via computer), Jessie Zeh, Sandy Shafer, Pam Vogt, Barb Storms, Kathy Krivitza (guest)

Changes to the agenda: Add Pandemic Plan under Old Business

Financial report given by Pam Vogt:

February balance: \$327,872.28 balance with outstanding checks: \$325,918.57

Paid Family Leave: \$11,244.34, interest for month \$.35; year \$5.62

Motion to accept report made by Sandy, seconded by Barb

Approval of February meeting minutes made by Pam, seconded by Sandy

Director's Report given by Jessie Zeh - see attached February 2021 report

She reports annual report numbers should only include live programs. Roof repair will begin March 16. Easter party tentatively planned for April 3. Seed swap is being planned in April along with Prattsburgh and Avoca libraries.

Report approved by Barb, seconded by Pam

Approval of payment of submitted invoices:

Motion to accept made by Barb, seconded by Pam

Old Business:

- a. Annual report has been submitted.
- b. Capital Fund: Policy draft reviewed and approved. Pam will need to set up a new Capital Fund savings account. Account will be set up with \$1,000, Additional money will be added when the rest of Trustee members are present to approve the amount to be added to the account.. Barb also needs to be added as third signer on checks when needed.

Vote: Jess-Y, Sandy-Y, Pam-Y, Barb-Y

- c. Icy conditions out back: Mats have been purchased. Person has been hired to shovel and salt the steps and walk. Jess suggested heat tape to avoid ice conditions. Jessie will discuss with Mark.
- d. Pandemic Plan: approved by STLS. It is based on the STLS template.

Motion to approve plan made by Pam, seconded by Sandy

New Business:

- a. Swear in new Trustee: Kathy Krivitza was sworn in as Trustee. She is filling Don Eck's unfinished term that runs from March 2021 to June 2023.

- b. Changes to Service: We are currently open by appointment only, screen temperatures and open to small programs. It was agreed to further open the library. Starting April 1, it will be open without an appointment needed, temperature checks will not be done and limited to 10 people at a time in the library. Masks are still required. Jessie will make a sign with these conditions.
- c. Reviewing invoices: Jessie reports that 4 people routinely review all invoices. She questioned if it was necessary for all Trustees to review them before they are submitted. It was agreed it was not necessary. Invoices will be available at each meeting if the other members would like to look at them. This item will be removed from the agenda.

Trustee Concerns: None

Motion to adjourn meeting made by Kathy, seconded by Sandy and so done at 5:10 pm

Respectively submitted,

Barbara Storms, Secretary