

Cohocton Library Board Minutes
September 20, 2021

Meeting called to order by President Jess Roper at 4:07 pm

Present: Jess Roper, Jessie Zeh, Kathy Krivitza, Pam Vogt, Sandy Shaffer, Barb Storms, Freda Feely, Jim Feely, Aaron Benton (guest)

Aaron Benton presented a proposal for an updated insurance policy. This policy will provide increased and improved coverage for the library. The policy is from Utica National Insurance Group.

Changes to the agenda: none

Financial report given by Pam Vogt:

August balance: \$183, 699.35 Balance with outstanding checks: \$182,657,95; int \$9.24
Paid Family Leave: \$11, 246, 60; interest \$.36

Approval of August minutes made by Pam, seconded by Jess

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

Motion to accept report made by Barb, seconded by Sandy

Old Business:

- a. Community Room update: 2nd phase has been submitted to STLS. New window construction will start in October.
- b. Mask Restrictions: STLS recommends mask restrictions continue. The Board concurs with this recommendation. The library will continue to enforce mask wearing indoors.
- c. Grant: Jessie provided list of suggestions of items to purchase with ARC grant
- d. Insurance Update: The Board will review the information given to us by Aaron Benton. It will be put on next month's agenda for final decision if we want to approve a new policy.

New Business:

- a. Sexual Harassment Prevention Training: This annual review is due. Jess will email links to Board members. Paper copies were also made available. It is requested that all members complete training and return the certificate to Jessie prior to the next meeting.
- b. Virtual Meetings: There is new NYS guidance on virtual public meetings, if desired.
- c. 2022 Budget: Jessie presented a budget for review. She will incorporate the new insurance policy into the budget for the next meeting.
- d. Signature Stamp: Our payroll representative has suggested using a customized stamp to use on paychecks. This will streamline the process and he will be able to mail checks directly to the employees. He will keep the stamp in a secured location. Jessie will contact him for a reputable source to purchase a stamp.

- e. Nursery School: This will start October 4, three days a week (Monday, Wednesday and Friday). Four are currently signed up and the limit will be five. Masks will be enforced and the program will be closed if any of the children are ill.

Trustee Concerns: Jess asked about purchasing air purifiers for the community room. Jessie will check into them.

Motion to adjourn the meeting made by Sandy and seconded by Jim and so done at 5:17 pm

Respectively submitted,

Barbara Storms