

Cohocton Public Library Board Minutes  
July 18, 2022

Meeting called to order by President Jessica Roper at 4:19 pm.

Present: Jessica Roper (via computer), Jessie Zeh, Pam Vogt, Kathy Krivitza, Barb Storms, Jim Feely, Freda Feely, Donna Fox (guest), Kim Traphagan (guest)

Changes to the agenda: Under old business add certificate of deposit and new payroll stamp

Financial report given by Kathy Krivitza:

June balance: \$189,571.88; balance with outstanding checks: \$193,240.84; int \$6.48  
Paid Family Leave: \$14,248.44; interest \$.23

Motion to accept June minutes made by Pam, seconded by Sandy

Director's report given by Jessie Zeh - see attached June reports. She reported Tinkergarten did not have enough sign-ups for the paid, non-library program. Jessie has incorporated some of the program ideas into the library events. It was requested she rename these programs since Tinkergarten was not connected to the library.

Motion to accept April, May and June reports made by Kathy, seconded by Barb

Old Business:

- a. Community Room Update: We can close out Phase 2 in October when we receive the money from the state. Jess Roper mentioned that the board by the handicap entrance can be a tripping hazard. Jessie Zeh will tape off the board to alert people.
- b. Liz/Leaving New Employee Position: Jessie is filling 2 positions - Youth position and substitute clerk. The youth position will work 10 hours a week June thru September and 20 hours a week from October thru May; \$15.00 per hour. The substitute desk clerk will work 10 hours a week; cover 4 hours on Saturdays and fill in as substitute during the week as needed and handle the website; \$13.25 per hour.
- c. Security Cameras; Received a quote from Dirk Traphagan to purchase and install 6 cameras for \$1169.00. Jessie reported it is not a conflict of interest. The cameras will have at least 1 month of continuous storage.  
Vote: Jim - Yes, Freda - Yes, Sandy - Yes, Jess - Yes, Pam Yes, Kathy - Yes, Barb - Yes
- d. Handicap Door - Repairs are not covered under our insurance policy. Door has been working fine.
- e. Update Personnel Policy Review - This was discussed. Barb will check with Brian Hildreth on a few issues. Barb checked past minutes and there is no reference of Kim being approved to work at home. Work from home will need to be decided by the Board.
- f. Updated Paid Family Leave Policy Review: This policy was incorporated in the Personnel Policy.

- g. New Payroll Stamp: Kathy's name needs to be on stamp since she is the Treasurer. Kathy and Barb agreed to have their name on a stamp. Sample signatures were given to Jessie Zeh and she will have a new stamp made.
- h. Certificate of Deposit: Expires in August. Kathy will obtain interest rates from the bank and report at the next meeting.

New Business:

- a. Maternity Leave: Jessie's due date is September 10. She plans to use disability leave from September 1 - 10 and then PFL with the library supplement for 12 weeks. She has requested to work some hours from home when she comes back to work. The Board will need to discuss/ approve this work from home. The Board discussed the increased demands of caring for 2 children and advised Jessie to look into daycare for Azalea when she returns to work; she is agreeable. She has assigned job duties to other staff when she is on maternity leave to include:
  - Youth position - story time, nursery school, teen and family programming
  - Kim - assist patrons, do collections, director's report
  - Donna - payroll, purchasing, Amazon orders, Facebook
- b. New Hires: Jessie Zeh interviewed 2 people for the youth position. She would like to hire Carli Coddling who has previously led programs at a daycare, and has educational experience. She has a 1 year old and Jessie has informed her that she brings her child to work. The Board discussed that the smooth operation of the library is a priority and that bringing children to work is a discretionary benefit. If the Board determines that this child care is negatively impacting the library, they will make a decision that no staff will be allowed to bring their children to work to be consistent among staff.

Jessie would like to hire John Hersh as the desk clerk. He is currently a Paige.  
Jessie would like to hire Sarah Didas as Paige for 2 hours a week.

Vote to hire these 3 positions: Jim - Yes, Freda - Yes, Sandy - Yes, Jess - Yes,  
Pam Yes, Kathy - Yes, Barb - Yes

- c. Construction Aid Phase 3: We have been approved to receive 61% of our request; \$66,935.00. This phase will include a new elevator lift to make the second floor wheelchair accessible, replace the 2 side roofs and purchase new windows upstairs that include refurbishing the antique arch, if desired. We can start the project now and will receive the aid next fall.

Trustee Concerns: None

Motion to adjourn the meeting made by Sandy, seconded by Pam and so done at 6:05 pm

Respectively submitted,  
Barbara Storms