

Cohocton Public Library Board Minutes
June 20, 2023

Meeting called to order by Interim President Jim Feely at 4:20 pm

Present: Molly fox, Pam Vogt, Kathy Krivitza, Barb Storms, Jim Feely, Freda Feely

Changes to the agenda: none

Financial report given by Kathy Krivitza, She transferred \$2000.00 from operating account to paid family leave account. She asked if another \$1000.00 should be transferred for Dana. According to the Personnel policy, she qualifies for this benefit and the Board agrees to move additional \$1000.00 to the paid family leave account. \$25,000 was also moved from the operating account to the capital fund account.

May balance: \$116,943.51; balance with outstanding checks: \$120,804.93

Paid Family Leave: \$12,295.15

Capital Fund Money Market: \$110,918.58; interest \$20.06

Motion to accept financial report made by Jim, seconded by Barb, all in favor.

Motion to accept May minutes made by Kathy, seconded by Pam; all in favor.

Director's report given by Molly Fox - refer to attached the May report.

There was a poor turnout to Dungeons and Dragons. Bob Ross painting had a good turnout. The library has been reorganized. All staff attended the Spring Continuing Education program in Corning. The website has been updated.

Motion to accept report made by Barb, seconded by Pam; all in favor.

Old Business:

- a. New Board President: Vice President assumes the position when it is vacant. Need to refer to By-laws for appointing new President. Barb will bring by-laws to the next meeting. Jim agreed to finish the year out as Interim President.
- b. Summer Hours: Effective June 1, the hours have been changed to 10 am to 6 pm Monday thru Friday, remaining 10 am - 2 pm Saturday. Molly reports they have only had positive comments from people. Time change does not affect programming.
- c. 2023 Construction Aid: Intent to apply has been submitted. The STLS Review Committee will contact each library director on June 28 to review applications.
- d. Long Arm Machine donation: It has been set up upstairs. Kathy plans to complete a project and then post on facebook. She will develop a user agreement.

New Business;

- a. Appoint New Hire: Molly would like to hire Lauren Hughes for a part-time desk position. She has been trained, She will work Friday and Saturday, 12-15 hours a week, minimum wage.

Vote: Freda - Yes; Jim - Yes; Pam - Yes; Kathy - Yes; Barb - Yes; approved

- b. Minimum State Required Policies: These were passed out at the April meeting. NYS Education Department requires that libraries be in compliance with Minimum Standards to complete a charter and receive State Aid grants. Policies include: Open Meetings, Confidentiality of Library Records, Internet Use, Disaster Plan, Conflict of Interest, Whistle Blower, and Sexual Harassment. Board discussed the importance that all staff need to read the policies, understand them and know where the policies are located if they need to refer to them. Molly is responsible for providing staff training on all policies. Jim made a motion to adopt/ accept the policies; seconded by Kathy.
Vote: Freda - Yes; Jim - Yes; Pam - Yes; Kathy - Yes; Barb - Yes; approved
- c. Summer Program Outreach: Kick-Off is June 28 and the library has reached out to the community. They have contacted a state representative who plans to attend the kick-off and closing programs. Molly reports they are planning a carnival at the end of summer with games. Molly extended an invitation for all Trustees to attend the end of summer event on July 29.
- d. Additional Board Members: We would like to fill the Board vacancy. The library staff have asked people if they are interested and encourage them to attend the kick-off to summer program.

Trustee Concerns: None

Motion to adjourn the meeting made by Pam, seconded by Freda and so done at 5:16 pm

Respectively submitted,
Barbara Storms, Secretary