

Cohocton Public Library Board Minutes
July 17, 2023

Meeting called to order by Interim President Jim Feely at 4:10 pm

Present: Molly Fox, Pam Vogt, Sandy Shafer, Kathy Krivitza, Barb Storms, Jim Feely

Changes to the agenda: none

Financial report given by Kathy Krivitza.

May balance: \$79,784.07; balance with outstanding checks: \$80,362.00

Paid Family Leave: \$15,295.15

Capital Fund Money Market: \$135,939.14; interest \$20.56

Motion to accept financial report made by Sandy, seconded by Pam; all in favor

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

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

Molly applied for a grant for Thinking Money for Kid's program kit. It is for children 3-12 years of age. We have been approved for our submitted construction grant, receiving 75% of money requested. Kathy will conduct a class on the long arm at the end of July. Book sale is on until the end of the month.

Motion to accept director's report made by Kathy, seconded by Barb; all in favor.

Old Business:

- A. Appoint New Hire: Lauren has agreed to continue working while she attends college.
- B. Minimum State Required Policies: These were approved at the last meeting.
- C. Summer Program Outreach: Emails have been sent to invite people to attend the carnival at the end of the summer program.
- D. Additional Board Members: Staff continue to reach out to patrons to fill the vacant board seat.

New Business:

- A. Staff Computer Quotes: Molly received quotes from STLS for a new desktop for Dana costing \$1075.99 and laptop for Donna costing \$1094.91. Board approves purchase of both items.
Vote: Jim - Yes; Pam - Yes; Sandy - Yes; Kathy - Yes; Barb - Yes
Computers for patrons and at the circulation desk will need to be replaced soon and it was suggested to add this to the budget for next year. Jim stated Molly needs a reliable computer and, if needed, she should exchange one of the new computers for hers.
- B. Long Arm User Agreement/ Policy: Kathy presented a user agreement. The long arm is to be used for hobby purposes only and each user needs to sign a waiver to protect the library. It is not to be used by anyone under 9 years of age. She will have it available

when she does her introduction class on July 26 at 5 pm. Board approves the user agreement.

- C. Updated by-laws and policies: Barb updated policies on by-laws, general library information and association rules. Motion to accept these policies made by Jim, seconded by Sandy.

Vote: Jim - Yes; Pam - Yes; Sandy - Yes; Kathy - Yes; Barb - Yes

- D. Paychex: Molly reports they have met with representatives from Paychex to do payroll and write checks. Our accountant, John Walter, plans to retire soon and we need to find a replacement. All the accounts will be digital and all staff will have access to their own accounts, leave balances and receive direct deposit. Paychex will contact the library for the start date. The cost will be \$100.00 to \$200.00 more than our current system, but it has more benefits. Board approves the use of Paychex.

Vote: Jim - Yes; Pam - Yes; Sandy - Yes; Kathy - Yes; Barb - Yes

- E. Holiday Pay: Molly reports staff questioning if they should receive 8 hours pay, instead of 6 hours as stated in policy since library hours have changed. Board agreed to pay them 6 hours holiday pay, as stated in policy. Policy will be readdressed at the next meeting.

- F. Sick Time: It is a new New York State law that requires employers with 5 or more employees provide paid sick leave. Molly will send Barb a computer link to draft this into the personnel policy and present it at the next meeting.

- G. Board of Trustee Terms: Jim and Kathy's 5-year terms have expired. Jim is agreeable to serve another 5-year term, from July 2023 to June 2028..

Vote: Jim - Yes; Pam - Yes; Sandy - Yes; Kathy - Yes; Barb - Yes

Kathy is agreeable to serve another 5-year term, from July 2023 to June 2028.

Vote: Jim - Yes; Pam - Yes; Sandy - Yes; Kathy - Yes; Barb - Yes

Trustee Concerns: none

Motion to adjourn the meeting made by Sandy, seconded by Kathy as so done at 5:28 pm

Respectively submitted,
Barbara Storms, Secretary