

Cohocton Public Library Board Minutes
August 21, 2023

Meeting called to order by Interim President Jim Feely at 4:17 pm.

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

Changes to the agenda: Add long arm update under old business.

Financial report given by Kathy Krivitza.

July balance: \$71,407.10; balance with outstanding checks: \$74,319.90

Paid Family Leave: \$15,295.15

Capital Fund Money Market: \$135,962.23; interest \$23.09

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

Motion to accept July minutes made by Kathy, seconded by Sandy; all in favor.

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

Added new mushroom inoculation class with good turnout. Summer reading program doing well. Received two new passes from the Alfred Ceramic Art Museum. The Long Arm sewing demo went well with interest in using the machine.

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

Old Business:

- a. Staff Computer Quotes: Molly reports the computers have been ordered through STLS. STLS will set up the computers when they arrive and provide support for them for three years.
- b. Paychex: Molly reports our current accountant has agreed to turn over our accounts to Paychex starting in October.
- c. Holiday Pay/ Sick time: Barb made policy changes. Policy has been changed to provide eligible employees regular pay for approved holidays. All employees will receive sick leave of 1 hour for every 30 hours worked, accruing no more than 40 hours a calendar year.

Motion to approve these changes made by Kathy, seconded by Sandy.

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

- d. Long Arm Update: Kathy states 2 people used the long arm last week. She reports sample designs are available for them to use to practice. The library will file the user agreements. Kathy has purchased thread for them to use for purchase. If anyone buys the thread to use, that money goes to the library.

New Business:

- a. Tax Cap Filing: Molly states she received an email stating the tax cap was not filed for this year. She completed the form and it has been submitted.

- b. Review/ Adoption of Policies: Molly presented drafts of 2 policies - Bulletin Board & Window Display Policy and Volunteer Policy. The Board would like time to review these policies and it has been tabled until next month.
- c. Signing Construction Aid Assurances: This form needs to be filled out and signed by the Board President at a Board meeting, indicating the Board agrees to what has been submitted for construction aid. Jim Feely signed the form as Interim President. Molly will submit the completed form after the meeting.

Trustee Concerns: none

Motion to adjourn the meeting made by Sandy, seconded by Kathy and so done at 5:14 pm.

Respectively submitted,
Barbara Storms, Secretary