

Cohocton Public Library Board Minutes
January 16, 2024

Meeting called to order by Interim President Jim Feely at 4:06 pm

Present: Jim Feely, Molly Fox, Pam Vogt, Kathy Krivitz, Barb Storms, Sandy Shafer, Carol VanNorman (guest)

Changes to the agenda: None

Financial report given by Kathy Krivitz.

December balance: \$178,679.08; balance with outstanding checks: \$179,328.92

Paid Family Leave: \$15,295.15

Capital Fund Money Market: \$84,598.71

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

Motion to approve December meeting minutes made by Kathy, seconded by Pam, all in favor.
(There will be an adjustment in the pay increases under old business.)

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

Molly reports some people asked if they could donate to the Secret Santa after it was over. Staff have the names of these people and will contact them prior to the event this year. There was good attendance at the Christmas party - 24 total, including adults. Very good turnout at the wreath event. There will be 2 newsletters - one quarterly that highlights events and the other monthly with specific details. The 2024 Advocacy Workshop will be held in Albany on February 7. There is a bus that will transport people and all are invited.

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

Old Business:

- a. 2024 Budget: The budget only allowed minimum wage increases for the page and Lauren. It is a budget oversight and Board members agree with this correction. Their wages will increase to \$15.00/ hour.
- b. Charter: It has been mailed. It may take 2-3 months to hear back from the state.
- c. Library Materials Challenge Policies: These were distributed at the last meeting. Board members have reviewed them and agreed to adopt them.
Vote: Jim - Yes; Sandy - Yes, Pam - Yes; Kathy - Yes; Barb - Yes
- d. Sexual Harassment Training: All employees have completed the training. Molly passed out information for the Trustees that have not completed the training. They will return completed forms to Molly.
- e. Annual Evaluations: Molly reports she completed evaluations on all the employees and reviewed it with them prior to the end of last year.

New Business:

- a. Director Evaluation: Molly presented an evaluation template she created that highlights the job description. Jim will fill it out and review with Molly.
- b. Patron Computer Order: Molly reports 3 new set ups for computers and monitors have been ordered for patrons thru STLS. Funds will come from the capital fund money market, as budgeted. They are Dell systems and the costs include 3 year support. The monitors cost \$493.02; the computers cost \$2541.00.
- c. Officers of the Board-Vote:
 - President - Barb nominates Jim, seconded by Kathy; Jim agrees
Vote: Jim - Yes; Sandy - Yes, Pam - Yes, Kathy - Yes; Barb - Yes
 - Vice-President - Jim nominates Sandy, seconded by Kathy; Sandy agrees
Vote: Jim - Yes; Sandy - Yes, Pam - Yes, Kathy - Yes; Barb - Yes
 - Secretary - Barb agrees to continue as secretary
Vote: Jim - Yes; Sandy - Yes, Pam - Yes, Kathy - Yes; Barb - Yes
 - Treasurer - Kathy agrees to continue as treasurer
Vote: Jim - Yes; Sandy - Yes, Pam - Yes, Kathy - Yes; Barb - Yes
- d. Board Meeting Schedule: Schedule was passed out to Board members and dates were agreed upon by all members.

Trustee Concerns: Carol VanNorman was invited as a guest and asked if she would like to be a Board Trustee. Duties of the Board were reviewed. She stated she would like to become a Trustee. Board members agree. She will fill the slot that is vacant for 2020-2025.

Motion to adjourn the meeting made by Barb, seconded by Sandy and so done at 5:19 pm

Respectively submitted,
Barbara Storms, Secretary