

Cohocton Library Board Minutes

March 15, 2021

Meeting called to order by President Jess Roper at 4:13 pm

Present: Jess Roper (via computer), Jessie Zeh, Sandy Shafer, Pam Vogt, Barb Storms, Kathy Krivitza (guest)

Changes to the agenda: Add Pandemic Plan under Old Business

Financial report given by Pam Vogt:

February balance: \$327,872.28 balance with outstanding checks: \$325,918.57

Paid Family Leave: \$11,244.34, interest for month \$.35; year \$5.62

Motion to accept report made by Sandy, seconded by Barb

Approval of February meeting minutes made by Pam, seconded by Sandy

Director's Report given by Jessie Zeh - see attached February 2021 report She reports annual report numbers should only include live programs. Roof repair will begin March 16. Easter party tentatively planned for April 3. Seed swap is being planned in April along with Prattsburgh and Avoca libraries. Report approved by Barb, seconded by Pam Approval of payment of submitted invoices: Motion to accept made by Barb, seconded by Pam

Old Business:

a. Annual report has been submitted.

b. Capital Fund: Policy draft reviewed and approved. Pam will need to set up a new Capital Fund savings account. Account will be set up with \$1,000, Additional money will be added when the rest of Trustee members are present to approve the amount to be added to the account. Barb also needs to be added as third signer on checks when needed.

Vote: Jess-Y, Sandy-Y, Pam-Y, Barb-Y

c. Icy conditions out back: Mats have been purchased. Person has been hired to shovel and salt the steps and walk. Jess suggested heat tape to avoid ice conditions. Jessie will discuss with Mark.

d. Pandemic Plan: approved by STLS. It is based on the STLS template. Motion to approve plan made by Pam, seconded by Sandy

New Business:

a. Swear in new Trustee: Kathy Krivitza was sworn in as Trustee. She is filling Don Eck's unfinished term that runs from March 2021 to June 2023.

b. Changes to Service: We are currently open by appointment only, screen temperatures and open to small programs. It was agreed to further open the library. Starting April 1, it will be open without an

appointment needed, temperature checks will not be done and limited to 10 people at a time in the library. Masks are still required. Jessie will make a sign with these conditions.

c. Reviewing invoices: Jessie reports that 4 people routinely review all invoices. She questioned if it was necessary for all Trustees to review them before they are submitted. It was agreed it was not necessary. Invoices will be available at each meeting if the other members would like to look at them. This item will be removed from the agenda.

Trustee Concerns: None Motion to adjourn meeting made by Kathy, seconded by Sandy and so done at 5:10 pm

Respectively submitted,

Barbara Storms, Secretary

Director's Report- February 2021

Board Meeting 3/15/21

Circulation 587 (569)

Patrons – 144 (106)

Computer Sessions- 8

New Patron Registrations 1 (0)

Digital Collection Statistics:

Overdrive Checkouts 36 +2 (45)

RB digital Checkouts 14, 14

New Items (72) 151

Holds Placed 53 (31)

Holds Received 148 (147)

Holds Filled 211 (234)

Facebook Statistics

Month Total Consumers 128 (248)

Month Total Post Engagements 490 (580)

Total Video Views 673 (3772)

Page Reactions 108 (116)

Website visits 184 (151)

Story Time

2/11 3

2/18 1

2/25 21

Bright Beginnings

Mon	Wed	Fri
2/1 snow day	2/3 snow day	2/5 0 zoom

2/8 2	2/10 2	2/12 0 zoom
2/15- Closed Presidents Day	2/17 2	2/19- 0 zoom
2/22 2	2/24- 2	2/26 0 zoom

Program/ presenter

2/5 Homesteaders – 7

2/3 Valentines Rag Wreath -4 views, 12 kits

2/10 Valentines by Appt. 7 views, 6 in person

2/17 STEM Storytime 0

2/24 Nail Polish Marbling 7

2/24 Book Club 5 in Person

February Notes

RB Digital subscription through STLS ended 2/16/2021, Magazines now go through Overdrive. We have had 2 magazine checkouts on Overdrive since the switch.

We closed early Tuesday the 2nd due to weather, nursery school and Storytime were effected that week but we did not close the library. We were closed 2/15 for President's day

Mark has replaced our rear door to the community room as part of our construction project, we are waiting for the handicap door installation for the front. This is coming from Warsaw.

After snow and Ice concerns we have hired someone to shovel and salt before employees arrive and we purchased mats for out back.

March Notes:

The Annual Report has been submitted, thank you everyone for your attention to detail and questions.

Our Pandemic Plan has been approved by STLS, The board needs to adopt the policy.

We have been approached by the Loon Lake Watershed Conservation Alliance to have programs at their pavilion this summer.