

Cohocton Public Library Board Minutes
November 18, 2024

Meeting called to order by President Jim Feely at 4:07 pm

Present: Jim Feely, Kim Traphagen, Sandy Shaffer, Pam Vogt, Barb Storms

Absent: Kathy Krivitza, Carol VanNorman

Changes to the agenda: Approve September and October meeting minutes and add sexual harassment training under new business.

Financial report: Kathy provided a written report.

October balance: \$37,304.84; balance with outstanding checks: \$37,664.84

Paid Family Leave: \$18,295.15

Capital Fund Money Market: \$84,754.59; interest \$14.39

C of D's: \$126,657.84

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

Motion to approve September and October meeting minutes made by Sandy, seconded by Pam; all in favor.

Director's report given by Kim- refer to attached October report.

Santa's shop will be December 19 and 20. Dana will post it on the website and request new donations. A Polar Express event is planned for December 13.

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

Old Business:

- a. Floor issues in the community room: Mark Lindsey repaired the floor and it seems to be okay for now. Board recommends contacting a floor professional when we feel the floor needs to be replaced as a capital project in the future.
- b. Maturing CD: The 13 month C of D is maturing and Kathy recommends rolling it over to a 7 month C of D to get the best interest rate at 4.5%. Jim made a motion to roll the C of D over to 7 months, seconded by Sandy; all in favor.

New business:

- a. Community room use after library hours: Reviewed rental agreement. Board recommends adding a section that the renter adds their homeowner/ renter insurance policy to cover any damages that may occur while they rent it.
- b. Insurance coverage of community room use after hours: The library insurance policy does not cover damages caused by the party renting the room. A staff member needs to be present during their event.
- c. Molly's return from leave dates: She plans to return from December 9-28, take leave December 30 - January 18 and return full time January 20, 2025.

- d. Treasurer Kathy Krivitza discusses possible use of capital funds /avoiding surplus in the account: Her written report suggested we have a 5 year plan drawn up by an architect that includes work on the library facade, emergency exit on second floor, heating/ AC for upstairs. Sandy suggested a brainstorming session to discuss library improvements/ needs.
- e. Sexual Harassment Training: Annual training needs to be completed by the end of the year for all employees and Trustees. Kim will get reading materials and forms for all to complete and sign.

Kim passed out cards from Wayland-Cohocton school inviting the public to sessions scheduled at all the libraries in the school district to learn more about the school's programs and activities.

Trustee Concerns; None

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

Respectively submitted,
Barbara Storms, Secretary