Cohocton Public Library Board Minutes
April 21, 2025

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

Present: Molly Wilkinson, Sandy Shaffer, Pam Vogt, Kathy Krivitza, Barb Storms, Carol VanNorman, Jim Feely

Changes to the agenda; Change approval month of meeting minutes and director's report to March.

Financial report given by Kathy Krivitza. We received a $5.00 charge on 2 of the accounts to receive mailed monthly reports. Kathy reports the Naples branch agent said we should not have this charge since we are not for profit. Kathy will contact Amber at the Wayland branch to have it corrected.

March balance: $189,297.52; balance with outstanding checks $190,423.21
Paid Family Leave: $15,800.35
Capital Fund Money Market: $72,943.11; interest $12.78
C of D's: $130,745.12

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

Motion to approve March meeting minutes made by Pam, seconded by kathy; all in favor.

Director's report given by Molly Wilkinson - refer to attached March report.
There was a great turnout for the Repotting party. The grant for the Foundation for Southern Tier LIbraries has been submitted with a request for matching chairs and other furniture pieces to outfit the teen area being created upstairs. The library will be closed May 9 for professional development; all staff and some Trustees are attending.
Motion to approve director's report made by Carol, seconded by Sandy; all in favor.

Old Business:

a. New Cleaning Service: Deborah has started and is proactive and doing a great job.
b. Architecture Request for Proposal: Molly will make some contacts to obtain a realistic cost to submit on the proposal and then check with Brian before sending them out.
c. Yoga: The instructor has been contacted and agrees with our plans. Molly will contact the Cohocton village to inform them of the scheduled dates.

New Business:

a. Circulation Computer Budget Approval: Molly received a quote from STLS for a Dell desktop for $782.00 with a maintenance fee of $150.00 per year for 5 years. A desktop plus a monitor is $943.00. At this time a new monitor is not felt to be needed. Jim makes a motion to approve the desktop with the service plan with the option to include a monitor, if needed. This was seconded by Kathy; all in favor.

b. Furnace Quotes: Molly states they received quotes from 3 companies: Fire and Ice; Bradford and Sons; and Fallbrook Heating. She will contact them for more information and create a comparison chart with specifications from each company. She will also consult with other libraries for information. The plan is to install the new furnace during the summer.
c. C of D renewal: The 11 month C of D matures in May and the 7 month matures in June. The Board agreed to put the money from the 11 month C of D into the capital fund money market to use towards the new furnace and other improvements/ repairs. The 7 month C of D will be rolled over into another C of D when it matures. Kathy is unable to do the one in May so Barb will go to the bank as a signer in her place.
d. New Phone System: Molly reports our current phone provider is Frontier and our monthly bill is over $200.00. We are able to get a Voice Over IP phone system through STLS for $61.00 a month. The library has 1 phone line that works and 1 FAX machine. The set-up cost would be $477.00. We need 2 phones (same number) and 1 FAX. Jim makes a motion to approve this purchase thru STLS, seconded by Sandy; all in favor.

Trustee Concerns. There are concerns about the conduct of a patron that frequently visits the library. Staff have informed this patron of rules of conduct but this patron continues to need reminders. This patron has made staff and other patrons uncomfortable. Jim has agreed to review the rules of conduct for the library and speak with this patron.

Motion to adjourn the meeting made by Carol, seconded by Pam and so done at 5:25 pm.

Respectively submitted,
Barbara Storms, Secretary