

## **Cohocton Public Library Board Meeting Agenda**

**Monday, May 18th at 4:00 PM**

**Location: Cohocton Public Library**

1. Call to Order
2. Changes to the Agenda
3. Financial Report
4. Approval of April's Meeting Minutes
5. Approval of April's Director's Report

### **Old Business**

- A. Annual Report to the State
- B. Free Pantry

### **New Business**

- A. Flooring quotes
- B. July 18th

Trustee Concerns

Adjourn Meeting

Cohocton Public Library Board Minutes  
April 20, 2026

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

Present: Molly Wilkinson, Sandy Shaffer, Carol VanNorman, Kathy Krivitz, Barb Storms, Jim Feely

Absent: Pam Vogt

Changes to the agenda: None

Financial report given by Kathy Krivitz.

March balance: \$94,376.22; balance with deposits not credited and outstanding checks: \$97,926.25

Paid Family Leave: \$15,800.35

Capital Fund Money Market: \$118,352.82; interest \$20.75

C of D's: \$183,022.51

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

Motion to approve March meeting minutes made by Carol, seconded by Kathy; all in favor.

Director's report given by Molly Wilkinson - refer to attached March report.

All programs had good attendance; the puzzle competition had the most. The quarterly newsletter has been released. Programs funded by the ARTs council have been scheduled.

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

Old Business:

- a. Annual Report to the Community: It is in the process of being mailed out to village residents along with a survey for ideas for the 5-year plan.
- b. Annual Report to the State: It was submitted to STLS on April 16. It will need Board approval after it is reviewed by STLS.
- c. Cleaner: Tina LaVesque has been hired. She will be paid through Paychex for 1-3 hours a week, \$18 /hour. Kathy made a motion to approve this position, seconded by Carol.  
Vote: Jim - Yes; Sandy - Yes; Carol - Yes; Kathy - Yes; Barb -Yes
- d. Roof: Jim reports there have been sporadic problems with the roof leaking. Calls were made to Proctor Enterprises and they felt raccoons damaged the roof. They repaired the roof at no cost, but questioned if it should have been covered. Jim looked into a nuisance/ wildlife animal monitoring system. Jim will contact a local company that will clean gutters and check the roof.

New Business:

- a. Construction Plans: Molly has been in contact with Brian Hildreth on how to proceed. It was suggested to set priorities and slowly work on other repairs. Brian suggested hiring a project manager to determine the process for second floor renovations, possibly

continuing to use LaBella. Project managers charge 8-12% of the total project cost. Brian estimates the upstairs will cost \$500,000.00; \$200,000.00 from local funds. Molly will need to submit a request for a proposal. The project will take 3-5 years. The Board needs to determine priorities and how to proceed.

- b. Carpet quotes: Austin Schumaker was referred for the job. The cost to remove current flooring in the community room and replace with carpeting is \$6,200; plus additional \$1,600 if a sub-floor is needed. Jim made a motion to approve these costs, including sub-floor if needed, seconded by Kathy. All in favor. Molly will bring samples and prices to the next meeting.
- c. Free pantry concerns: There is no one in charge of the pantry, outdated foods are put in it and there have been foods thrown on the sidewalk. Don Eck installed this box. The food pantry has told us it does not meet food storage guidelines. Molly will contact Don to ask if he wants to oversee the pantry or have it used as a free library. The door will need to be replaced if it is to be used.
- d. Volunteer Day: Molly would like to set a date at the end of May/ early June to have people help clean the upstairs and move shelves and furniture, remove boxes and books. Jim will contact Bill Waggoner, Village Maintenance, to see if he can take some books to the Bath landfill on town credit.

Trustee Concerns: Sandy reports a member of the book club would like to have local authors attend the book club. This person needs to let us know of any costs they would charge. Video chat was suggested. The library would be willing to buy 1-2 books if we had a speaker but otherwise it is not a sales opportunity for the author. Sandy is donating a bookcase for the fabric cutting dies that are stored upstairs.

Motion to adjourn the meeting made by Jim, seconded by Carol and so done at 5:47 pm.

Respectfully submitted,  
Barbara Storms, Secretary

**Statistics** April(March)

Circulation- 566(530)  
 Patrons-406(367)  
 Computer Sessions-26(37)  
 Patron Registrations-4(8)  
 Digital collection:  
     Magazines- 23(26)  
     Audiobooks/E-Books-  
     60(73)  
 Holds Provided- 203(307)  
 Holds Received- 101(103)  
 Items Added- 111(86)

**Programs** April(March)

Bone Builders- 65(53)  
 Book Club- 11(12)  
 Library Little Ones- 123(109)  
 Creative Community- 4(18)  
 Take & Makes- 20(20)  
 Teen Time- 2(4)  
 STEAM Team- 0(2)  
 Patchwork Neighbors 8(14)  
 Sit Stay Read! 6  
 Storytime 9  
 Mahjong 24  
 Studio Art 0

Spoon Rings-17

**Meetings/Trainings**

4/15 Summer Learning-Dana

**April Notes:**

Annual Reports to the community and 2026 surveys were mailed to village residents.

Earth day trees were distributed to all those who signed up. Overall, the process was easy and required little work. I plan to participate again next year.

We introduced weekly mahjong in April, along with biweekly Storytime and Sit, Stay, Read!, all with decent turnouts. The spoon ring class was a hit with the class filling up with a waitlist. Patrons appreciate the variety of classes being offered. I am excited to grow the number and variety each year through grants.

**May Plans:**

The budget vote is coming up May 19<sup>th</sup>. I have made a large poster with 2025 annual report information to display the day of the vote. I included a budget section highlighting how much we are asking for this year and brief reasons why. It also includes a QR code to scan for the 2026 survey. The poster was well received last year; it gives voters the opportunity to review what their tax dollars are going towards and highlights what we offer to the community.

I created the 2026 library services survey to evaluate how patrons and community members view the library and what we provide. I researched what to include on based on strategic planning from other STLS libraries that have recently updated their 5 year plans. Information from responses to this survey shall inform our efforts in the new 5 year plan. They were included in the mailings and I have also hung posters to try and get participation.

Erika Jenns will be coming to our August meeting to review information from the trustee handbook and strategic planning. This will count as trustee credit hours to anyone who needs them. If anyone has any topics they would like to discuss during her visit, let me know.

I will continue to work on the CERP documents for the AED through the American Heart Association.