Meeting of the Board of Trustees of the Coburn Free Library August 18, 2022

Present: Linda Williams, President, Ellen Keough, Secretary, David Woodburn, Treasurer, Mike Fenn, Trustee, Meredith Gallaro, Executive Director
Excused: James Pritchard, Vice President
Absent: Dan Whippo, Trustee, Jason Luke, Trustee, Mike Phelps, Trustee

Approval of July Minutes: David Woodburn made a motion to accept, Mike Fenn, seconded, approved.

Financial Report: Reconciliation of accounts – (Quickbooks to bank statements) has been approved and signed by the Treasurer.

TSB Checking Account	$ 81,477.29
Director Discretionary Fund	$ 4,741.73
CCTC Investment Account	$ 788,216.46
Line of Credit	$ 54,696.92

One change to the financial documents was discussed regarding how to present directed special donations as we did not have an account for that specific item in the original budget. Income is to be reported via Other Income and expenses recorded in a directed special donation expense account.

Director's Report: We were advised of the status of several projects that are in process, installation of the storm windows, installation of the new boiler, issues with air conditioning units. We have also been advised that the building insurance premiums have increased more than we were expecting. The executive director will solicit quotes from other agencies.

Old Business

1. Review of the Updated Collection Management Policy. The policy was reviewed in detail at the July Board meeting and several changes were requested. These have been made and the addendums have been made available to the Board for review.
2. Personal Time Off Policy has been completed. Minor changes requested and updated copy will be available to the Board.

New Business

1. Review of the Employee Handbook. The handbook was reviewed and some minor changes agreed to. A new draft copy to be available to board.
2. Procurement and Bidding Policy has been put in writing. The Board reviewed and requested some small changes. A new draft copy to be available to the Board.

Drafts of the above four documents have been completed and are available to the Board via their email. A vote of approval may be made on line after review.

Next Meeting:

1. First pass of the 2023 Budget.
2. Second pass of Executive Director Evaluation Template.
3. Review of Fall Fundraising letter.

The next regular meeting of the Board of Trustees: **Thursday, September 15, 2022 at 10 AM.**

Respectfully submitted,

Ellen C. Keough