

Meeting of the Board of Trustees of the Coburn Free Library February 24, 2022

Present: Linda Williams, President, James Pritchard, Vice President, Ellen Keough, Secretary, David Woodburn, Treasurer, Meredith Gallaro, Director

Excused: Michael Fenn, Trustee

Absent: Dan Whippo, Trustee, Jason Luke, Trustee, Mike Phelps, Trustee

Approval of January Minutes: Linda Williams moved that the minutes of the January 20, 2022, meeting of the Board of Trustees were approved as presented. Dave Woodburn seconded. Approved.

Financial Report: Account balances have been reconciled to statements for January.

From Bank Statements as of 1/31/22:

Chemung Canal elevator	\$ 11,053.88
Line of Credit (1/18)	\$ 82375.07
Regular Checking	\$ 157,433.09
Endowment Fund	\$ 884,487.51

This is the first set of financial reports created from our Quick books. Director is preparing written procedures and it is backed up daily on thumb drive.

Director Report

The new boiler has still not arrived for installation. We are keeping our fingers crossed that the old boiler will hold until then. Repair of the window in the Hilda Grimes room is complete. Thank you to John Koapcko. YA area upstairs is in process and look very welcoming.

Old Business

1. Long Range Plan for the Library was reviewed by the Board prior to the meeting and Dave Woodburn made a motion to approve, Linda Williams seconded and all approve. Mike Fenn approved prior to meeting.
2. Policy discussion was moved to March meeting.
3. Friends of Library account will remain on our books until their 501C3 approved.

New Business

1. Annual Report was reviewed by the members of the Board of Trustees and a motion by Linda Williams to approve, seconded by Ellen Keough and all approve.
2. Sexual harassment prevention training completed by the Board members for 2022.
3. Rosen Grant for \$6000 in program funding application has been completed.

The next regular meeting of the Board of Trustees: **Thursday, March 17, 2022 at 10 AM.**

Respectfully submitted,

Ellen C. Keough