EJ Cottrell Library meeting minutes

The E.J. Cottrell Library Trustees met on September 4th, 2025. The meeting was called in order by President Rob Harter at 6:05 PM. The following Board members were present: Rob Harter, Judy Lynn, Stacy Parks, Melissa Maisie, Phyllis Rathbun, as well as Director, Rhonda Cordes.

**Board Candidates:**

Rob introduced John Shepard as a potential library Trustee and explained the duties and responsibilities of the Library Board. He also shared some visions and goals of the Library. Rob made a motion to accept John Shepard as a Trustee for the E.J. Cottrell Memorial Library and it was seconded by Judy Lynn. All were in favor and the motion was approved. It was decided that John’s term will be for 6 years and Melissa Maisie’s term will be for 7 years.

**Programming:**

Rhonda expressed interest in partnering with the Hatch Hose Fire Department and the Redefined Church to bring more programs, fund raising opportunities and events to the Library.

Line Dancing hopes to start back up at the Library within the next few weeks.

The possibility of a Guess the Gadget Program was discussed as well as additional programs regarding the history of the Atlanta and North Cohocton area.

**Staffing:**

Gloria Delgado (Staples) has been hired as a cleaner and part-time library aide. Gloria will be cleaning on a weekly basis and work as a library helper as needed. Welcome, Gloria.

**Building Renovations:**

Ash Electric has completed the electrical work for the community room. He will arrange for a preliminary inspection of the electrical work. A final payment of $5084.20 is due.

Garret Schultz has given the following quotes for completing the community room:

Flooring--$12,100; Interior Wall/Bathroom door--$4,500; Insulation--$2,100; and Lighting-- $4,000. Completed cost will be approximately $22,700.

(\*Original quote of $16,500 did not include the insulation or lighting)

**Other Business:**

Stacy Parks will take over the M&T Accounts which include the loan for the completed building renovations and the M&T checking. Judy Lynn will continue to manage the Five Star checking account which is used for further renovation expenses. There is currently a balance of $13,747.78 in this account after making the final payment for the electrical work in the community room. Phyllis Rathbun will continue to manage the Five Star account for general operations of the library.

The Webpage for the Library continues to be worked on and updated. The files for polices and by-laws still need to be uploaded as well as the minutes from quarterly meetings. Updates on Board members and programs are also being worked on.

H&R Block is currently charging us $500 to file the Library’s tax information. There was some discussion on whether to file the tax information ourselves or find a more affordable CPA to do it for us.

The Donation Jar yielded a total of $44.00. Rob made a motion to put this amount into Petty Cash. All were in favor.

The sale of the unused air conditioner for $35.00 also went into Petty Cash.

Next quarterly meeting is set for Thursday, October 16th, 2025 at 6:00 PM at the Library.

Meeting was adjourned at 7:25 PM.