

# Draft: Ogden Farmers' Library Board of Trustees Meeting

## Minutes for April 21, 2022

### Present:

Alex Hinkley (Pres)  
Linda Tague (VP))  
Laura O'Donnell (Secretary)  
Nick Messoloras (Treas.)  
Kathleen Britton  
Amy Holko  
Sharon Stevens  
Joe Vaccarella

### Excused:

Jimmie Sue Deppe

### Also Present:

John Cohn- Library Director

**1. Call to Order/Agenda Changes:** Alex called the meeting to order at 6:30p.m.

MOTION to vote on future motions by consensus rather than role call during this meeting was made by Nick and seconded by Amy; the motion was carried unanimously.

**2. Minutes from March 2022:** Approved.

MOTION to accept the Minutes made by Linda and seconded by Joe; the motion was carried unanimously.

**3. Public Comments:** None

**4. Correspondence:** None

**5. Friends Report:** On May 2<sup>nd</sup>, the Friends Group will be having a Master Gardener talk about Vegetable Gardens.

**6. President's Report:** (Alex); None

**7. Treasurer's Report:** Nick

a. Discussions included:

- Total asset amounts were \$1.5 million.
- The town payment was received in February.
- Assets slightly higher than this time last year.
- Budget versus Actual was close to budget.
- Total expenses were 21% over budget due to system services moved to a different budget line in 2022.
- The Key Bank account was not reported. John investigated and found that the library had too many accounts open at Key Bank. Once Nick signed the signature card, this problem should be resolved.
- There was a question regarding the fines reported as it was thought dues were not collected. John thought it might be because of online funds but he will verify.
- Personnel shrunk with a \$3000 payment for Caitlin's vacation.
- The insurance expense was paid early. It was expected to be paid in April and it was paid in March.

- Credit card and Warrants review:
  - i. Reimbursement for paint to the Town of Ogden.
  - ii. Bought shelving.
  - iii. Bookkeeper filed 1099 tax form.

MOTION to approve paying the Warrants was made by Nick and seconded by Sharon; the motion was carried unanimously.

#### **8. Director's Report: John**

- The web pages have been redesigned to reduce the graphics.
- John provided metrics on library usage. Circulation is higher and the door count is climbing. 2022 will rebuild circulation and client visitation after the decline due to COVID in 2021. A flyer will be sent to all addresses in the 14559 zip code reminding Ogden residents of the services provided by the library. The new teen librarian will need to rebuild relationships with the Spencerport School librarians due to COVID and personnel changes. There is usually a spike in visitations in June due to school programs. We should not expect this spike in 2022.
- The dollar amount received through the NY state budget is less than expected.
- Through Assemblyman Josh Jensen, the library will receive \$25,000 in direct library aid to replace the library computers. Some of these computers were over 8 years old. Funding should be received by the end of April. There are currently 20 computers in the library. All are running Windows 10 Operating System.
- May's BOT meeting will be virtual. However, in June, we should expect to meet in person, unless there are extreme circumstances otherwise. Currently, implementing a video conferencing system in the conference room is not feasible.
- John reviewed the book reconsideration system. He will train his staff at the next staff meeting.
- There was a last-minute addition to the code of conduct: It now reads "Harassing, bullying, or insulting of staff or patrons" is not permitted.

#### **9. Personnel Report:**

- Brad Baxter has been hired as the new Teen Librarian. Brad will start on April 25<sup>th</sup>.

MOTION to accept Director's Report was made by Kathleen and seconded by Joe; the motion was carried unanimously.

#### **10. Unfinished Business:**

- a. The Genealogy and Local History Library Assistant job description has been completed.
- b. The online code of conduct policy was reviewed.

MOTION to accept policies as changed was made by Amy and seconded by Sharon; the motion was carried unanimously.

**11. New Business:**

a. Code of Conduct was changed to includes prohibiting profanity.

MOTION to changes to the code of conduct with changes made by Amy and seconded by Nick; the motion was carried unanimously.

b. Changes to the Ogden Farmers' Library Employee Social Media Policy

- This policy has been designed to protect the Library from unauthorized disclosure of information and to otherwise safeguard the Library, its employees and its patrons from any harm that might result from employee misuse of social media.

MOTION to approve the adoption of these policies was made by Linda and seconded by Sharon; the motion was carried unanimously.

**11. Public Comments:** None

**12. Educational segment:** Book challenges procedures

Action Item: Change the duration of time for the Board of Trustees to make a decision on whether the book under review should be removed from 30 days to 90 days.

**13. Executive Session:** None

**13. Motion to Adjourn:** MOTION to adjourn was made by Amy and seconded by Joe; the motion was carried unanimously. The board adjourned at 7:25 p.m.

The next regular BOT meeting will be held virtually on May 19 at 6:30 via Zoom.

Respectfully submitted by Laura O'Donnell