

# Final: Ogden Farmers' Library Board of Trustees Meeting

## Minutes for Aug. 18, 2022

### Present:

Alex Hinkley (Pres)  
Jimmie Sue Deppe  
Linda Tague (VP))  
Laura O'Donnell (Secretary)  
Kathleen Britton  
Jimmie Sue Deppe  
Amy Holko  
Sharon Stevens

### Excused:

Nick Messoloras (Treas.)  
Joe Vaccarella

### Also Present:

John Cohen- Library Director  
Stephanie Annunziata, (Heveron & Co., CPA)

**1. Call to Order/Agenda Changes:** Alex called the meeting to order at 6:30p.m. An addition was made to the agenda to include the signing of the Audit report by the President.

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

MOTION: to accept the Minutes made by Jimmie Sue and seconded by Kathleen; the motion was carried unanimously.

**3, SPECIAL –** Presentation by Stephanie Annunziata from Heveron & Company CPAs to review findings from the 2021 OFL audit. In their opinion, the audit results were clean.

MOTION: For Alex to represent the OFL BOT, to acknowledge and sign the audit findings report, by Jimmie Sue and Amy. The motion was carried unanimously.

**4. Public Comments:** None

**5. Correspondence:** None

**6. Friends Report:** A book sale will be held in October. There will be a 2-week window prior to the sale for books to be donated.

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

**8. Treasurer's Report:** Nick submitted report- Alex presented it.

a. Discussions included:

- Total asset amounts were \$1.5 million.
- Personnel expenditures were less than budgeted due to staff changes and an employee not taking the medical insurance benefit.
- Material expenditures are down as there are book shelving limitations.
- In the future, the treasurer or someone representing the BOT should review bank account transactions.

- Credit card and Warrants review:

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

#### 9. Director's Report: John

- The library received a 3% increase from the town in this year's budget. It had expected a 2% increase.
- John provided metrics on library usage. There is usually a spike in school visitations as the librarians had visited the schools in the past. The schools request the librarians now record their presentations instead of physical visits so this metric will be reduced.
- The library will not receive the \$25,000 aid to replace the library computers at this time.
- Ogden Town Government is developing a comprehensive strategic plan.
- Other libraries have stopped collecting overdue fines. OFL will continue to collect the fines due to the amount of money brought in to the budget. It is understood that this will change in the future.

#### 10. Personnel Report:

- a. The Genealogy and Local History Library Assistant position have received over 9 applications. John will start scheduling interviews in the next week.

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

#### 11. Unfinished Business:

- a. Ongoing policy review – (none this month due to number of new policies)

#### 12. New Business

- a. Review of 990 tax form – After reviewing this form, Amy questioned the reporting of the Morabito endowment fund. It was decided to approve the current 990 form for this year as the deadline was drawing near. John will ask the Auditors for clarification and we will discuss this at a future BOT meeting.

MOTION: To approve the 990 for Year 2022 was made by Linda and seconded by Jimmie Sue; the motion was carried unanimously.

- b. Budget 2023- The preliminary 2023 budget was reviewed. Modifications are needed due to recent changes in the receiving of funding. The budget will be approved in November.
- c. New policies
  - i. Conflict of Interest Policy – The Conflict-of-Interest Policy was reviewed and will be approved next month once a signature line is added to the document.
  - ii. Designation of Funds Policy – After review, the last sentence was changed from:  
**In general**, net assets without donor restrictions will be designated to support the priorities identified in the organization's long- range plan.  
To:  
**Except as previously designated above**, net assets without donor restrictions will be designated to support the priorities identified in the organization's long-range plan.

The approval of this policy was tabled until next month.

- iii. Fixed Asset Management Policy – In previous discussions with the Auditor, she recommended increasing the amount of capitalizing physical assets and assets with fair market values to an amount higher than \$1000. The BOT discussed if the appropriate change would be \$5000 or would it be appropriate to change it to \$7000. John will call the Auditor to ask their recommendation.
- iv. Disaster Recovery Plan (incomplete) – John has begun to develop this plan in the future. Several BOT members offered to help.

**13. Educational segment:** None

**14. Motion to Adjourn:** MOTION to adjourn was made by Amy and seconded by Sharon; the motion was carried unanimously. The board adjourned at 8:14 p.m.

The next regular BOT meeting will be held in person on September 15, 2022 at 6:30 in the library meeting room.

Respectfully submitted by Laura O'Donnell