

Final: Ogden Farmers' Library Board of Trustees Meeting

Minutes for Sept. 18, 2022

Present:

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

Excused:

Joe Vaccarella

Also Present:

John Cohen- Library Director

1. **Call to Order/Agenda Changes:** Alex called the meeting to order at 6:31 p.m. No additions to the agenda were required.
2. **Action on Minutes from August 2022:** 2 changes were required.
 - a. **The Treasurer's Report:** Alex reported the Treasurer's report in Nick's absence.
 - b. Stephanie L. Annunziata, Heveron & Company, CPA, should be included under "Also Present".

MOTION: to accept the Minutes made by Linda and seconded by Amy; the motion was carried unanimously.
3. **Public Comments:** None
4. **Correspondence:** A letter was received from a Fairport patron in support of all MCLS.
5. **Friends Report:** (Linda) A book sale will be held in October. An Apple tasting event given by Robb Farms has received great response.
6. **President's Report:** (Alex); None
7. **Treasurer's Report:** Nick
 - a. Discussions included:
 - Total asset amounts were \$1.3 million.
 - Personnel expenditures were less than budgeted due to staff changes and an employee not taking the medical insurance benefit.
 - Bank fees are higher than previously reported.
AI: for John: Why are they higher?
 - Credit card and Warrants review:

MOTION: to approve paying the Warrants was made by Sharon and seconded by Nick; the motion was carried unanimously.
8. **Director's Report:** John
 - The library received a 3% increase for wages. Other budget categories will be increased by 2%.
 - John is investigating how to use heat mapping to understand how space in the library can be better utilized.

- Jimmie Sue Deppe has resigned from the BOT due to a job transfer.
- **Personnel Report:**
 - a. Rachel Scott has been hired as the new Genealogy and Local History library assistant.

MOTION: to hire Rachel Scott as the new Genealogy and Local History library assistant was made by Amy and seconded by Laura; the motion was carried unanimously.

9. Unfinished Business:

- a. Ongoing policy review –
 - i. Study room policy

MOTION: to accept the Study Room policy with no changes was made by Nick and seconded by Linda; the motion carried unanimously.
- b. Budget 2023- The preliminary 2023 budget was reviewed. Modifications are needed due to recent changes in funding. The budget will be approved in November.
- c. Conflict of Interest Policy

MOTION: to accept the Conflict of Interest Policy with the following changes was made by Sharon and seconded by Amy; the motion carried unanimously. Modifications included the removal of the dash after the Board of Trustees and adding “Of Interest” after conflicts.

The Board of Trustees, the Director and employees of the Ogden Farmers’ Library shall avoid real or perceived conflicts of interest between the
- d. Designation of Funds Policy –
 - i. After review, the heading of “Net Assets Without Donor Restrictions Available for Designation” should be changed to “Net Assets Available for Designation” and the line following should also have “without donor restrictions” removed.

MOTION: to accept the Designation of Funds Policy was approved by Nick and seconded by Laura; the motion carried unanimously.
 - ii. Upon consideration, the Board would like to rescind the previous vote. They will review this policy and vote to approve this next month.

MOTION: to postpone the acceptance of this policy until next month was approved by Linda and seconded by Laura; the motion carried unanimously.
- e. Fixed Asset Management Policy –

MOTION: to accept the Fixed Assets Management Policy was made by Nick and seconded by Amy; the motion carried unanimously.

10. New Business

- a. Change to the News, Media, Photography, and Filming policy

MOTION: to accept the amendment of “Advanced authorization is required by contacting the library director” from the policy was made Linda and seconded by Sharon; the notion carried unanimously.

11. Educational segment: First Amendment Audit

13. Motion to Adjourn: MOTION to adjourn was made by Amy and seconded by Nick; the motion was carried unanimously. The board adjourned at 7:48 p.m.

The next regular BOT meeting will be held in person on October 20, 2022 at 6:30 in the TOWN meeting room.

Respectfully submitted by Laura O'Donnell