

# Ogden Farmers' Library Board of Trustees Meeting via Zoom

## Minutes for October 14th, 2021

### Present:

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

### Excused:

### Also Present:

John Cohen- Library Director  
Tom Cole – Ogden Town Board  
Sharon Stevens – Candidate for BOT

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

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

**2. Minutes from September 16, 2021:** Approved

MOTION to accept the Minutes made by Amy and seconded by Nick; the motion was carried unanimously.

**3. Public Comments:** None

4. Executive Session to consider new board member.

MOTION to enter Executive Session to consider new board member was made by Linda and seconded by Amy at 6:37 pm; Executive session commenced.

MOTION to leave Executive Session was made by Nick and seconded by Joe at 6:42; The motion was carried unanimously. Executive session concluded.

Sharon Stevens was welcomed as a new BOT member.

**5. Correspondence:** None

**6. Friends Report:** The Friends continue their book sale preparation. Book collection started Oct. 12<sup>th</sup>. The book sale will run from November 2<sup>nd</sup> through November 6<sup>th</sup>.

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

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

a. Discussions included:

i. Action Item: Balance sheet shows \$5.1 actual in State Aid. John will investigate.

- ii. Materials have been ordered but not reflected in expenses as they have not been received due to supply difficulties. E-Book purchases have been increased. Future book orders that have been placed but not received maybe reflected as accrued liability.

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

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

**a. Programs:** Programs are doing well except for the Toddler program which cannot be held due to COVID restrictions. Walking club continues to be a popular outreach program.

**b. Security:** Patron banned as they had no identification and then verbally harassed library staff.

**c. Furniture:** New tables and chairs have been received. A few items are being replaced due to damage when delivered.

**d. Personnel Report:** Nothing to report

**10. Unfinished Business:**

**a. OFL Budget 2022:** John will attend the October Town Board meeting to discuss any questions and receive approval for budget.

**b. Long Range Plan** discussion: BOT should review latest LRP and send any modifications to John by October 29<sup>th</sup>.

**10. New Business:**

**a. Director's performance appraisal (PA):**

1. The Board of Trustees were divided into 4 groups to draft evaluations of PA components. All Trustees will evaluate BOT relationships.) The groups include:

- i. Customer and Community Relations: Linda, Laura with Sharon shadowing.
- ii. Organizational Growth: Jimmie Sue & Alex
- iii. Administration/HR: Amy & Kathleen
- iv. Financial, Legal & Fund Raising: Nick & Joe

2. John will send his self-evaluation to Alex by October 29<sup>th</sup>.

3. All evaluations should be completed and sent to Alex by November 18<sup>th</sup> (Next BOT Meeting).

4. Alex and Linda will present John's PA in early December.

**11. Public Comments:** None

**12. Educational segment:** 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 7:39 p.m.

The next regular BOT meeting will be held on November 18<sup>th</sup> at 6:30.

Respectfully submitted by Laura O'Donnell