

# Ogden Farmers' Library Board of Trustees Meeting

## Minutes for January 16, 2020

**Present:**

Alex Hinkley (Pres.)  
Nick Messoloras (Treas.)  
Stacey Martin (V.P.)  
Joe Rivers (Sec.)  
Joe Vaccarella  
Linda Tague  
Amy Holko  
Kim O'Connor

**Excused:**

Shery Walker

**Also Present:**

John Cohen – Library Director

**1. Call to Order:** President Alex Hinkley called the meeting to order at 6:30 p.m. No changes were made to the agenda.

**2. Minutes from November 21, 2019:** MOTION to accept the Minutes was made by Kim and seconded by Nick; the motion was carried unanimously.

**3. Public Comments:** None

**4. Correspondence:** None

**5. Friends Report:** Linda presented her report that was included in the board packet. Primary focus was regarding the successes and opportunities presented by the Annual Book Fair held by the friends. The next Friends meeting will be held Monday, January 27, 2020.

**6. President's Report:** None

**7. Treasurer's Report:** Assets are trending similar to the last two years. Net income has been much lower at the end of the calendar year; however, this is expected and has been seen in past years. Expenses has continued to be favorable as previously seen due to lower personnel and printed materials costs. Auditors will be performing the final audit at the end of January.

[ACTION ITEM FOR JOHN] Verify the source of credit on December 19 from the Warrants report.

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

**8. Director's Report:** The Library has updated the register in response to requests for accepting credit cards as payment. Our new register uses Square to process credit card payments. A new computer will be arriving shortly for the Childrens Area and the server will be updated on January 22.

**a. Personnel Report:** All employees have be given their yearly reviews.

**9. Old Business:** Review of the currently established Personnel Policy was tabled to let board members read through and make suggestions for the February meeting.

MOTION to accept the removal of outdated language within the Policy as outlined within the January board packet was made by Kim and seconded by Linda; the motion carried unanimously.

**10. New Business:**

a. Term renewals for Stacey, Linda, and Joe R. must be approved as they have reached the end of their three year term.

MOTION to accept these term renewals was made by Nick and seconded by Stacey; the motion was carried unanimously.

b. The addition of an updated register has necessitated a new credit card policy.

MOTION to accept the new policy as outlined within the board packet was made by Kim and seconded by Joe R.; the motion was carried unanimously.

c. Staff has requested a review and possible change to the current fax costs for patrons. The current costs are outlined within the board packet.

[ACTION ITEM FOR JOHN] John will collect usage data to determine potential impact of any changes to the costs of faxing.

**11. Informational Items:**

a. John and Linda attended a trustee seminar in November that featured a lawyer speaking about library law. Main points touched upon included:

- Trustees should always be mindful potential conflicts of interest. Libraries should establish a conflict of interest statement that should be reviewed and signed by all members on a yearly basis.
- All committees need to be voted upon when established.
- Libraries should keep on file volunteer expectations statements signed by all volunteers.
- All employees and trustees need to have sexual harassment training as mandated by New York State. For trustees training supplied by their employers will suffice; however, those retired, not employed or self employed will need training provided by the library.

[ACTION ITEM FOR JOHN] John will inquire about the training provided to town employees to see if our trustees without previous training can be included with the town training program.

b. John is researching options for our next Five Year Plan. He will facilitate discussions with stake holders and the LRP should be established and ready to be voted upon by October. Dates for development will be provided by the February board meeting.

**14. Public Comments:** None

**15. Motion to Adjourn:** MOTION to adjourn was made by Joe R. and seconded by Stacey; the motion was carried unanimously. The board adjourned at 8:07 p.m.

*Submitted by Joseph Rivers, Secretary.*

**Next meeting: Thursday: February 20, 2020 at 6:30 p.m. in the Library Meeting Room.**