

Ogden Farmers' Library Board of Trustees Meeting

Minutes for January 17, 2019

Present:

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

Excused:

Also Present:

John Cohen - Library Director
Tom Cole - Town Liaison

1. Call to Order: President Joe Vaccarella called the meeting to order at 6:31 p.m. The first executive session at the beginning of the agenda was removed.

MOTION to accept changes to the agenda was made by Alex and seconded by Linda; the motion was carried unanimously.

2. Minutes from November 15, 2018: MOTION to accept the Minutes was made by Shery and seconded by Nick; the motion was carried unanimously.

3. Public Comments: None

4. Correspondence: None

5. Friends Report: Included in board packet.

6. President's Report: Joe drew the board's attention to the email from MCLS pertaining to Governor Cuomo's proposal to cut State Library Aid. This would affect the library minimally.

7. Treasurer's Report: Adam expressed concern about the "Unrestricted Net Assets – Board" line item on the balance sheet suddenly falling from \$48,655 to \$6. It was determined that the Total Assets and Total Liabilities & Equity lines are also out of balance by this amount.

Also noted was the "Morabito Foundation Income" line on the Profit & Loss report is showing as a negative \$35,627 this month.

The board discussed possible reasons for these errors and potential solutions to correct and prevent them going forward.

John stated the data may simply be not pulling correctly into the report due to a change in bookkeeping procedures that was implemented at the suggestion of the auditors from Freed Maxick. John thinks it could be because Morabito funds are now entered differently which could explain both of these figures being incorrect. John further explained to the board the flow of work from when a bill is received then how it is reviewed, approved, and ultimately entered into the books.

ACTION ITEM FOR JOHN Speak with the bookkeeper about these two items and determine the cause of the problem.

Adam then highlighted that the library's income from last year was about 93% of what was budgeted, and expenses were about 95% of what was budgeted. Joe noted that this may not necessarily mean that income was less than expenses, as correcting the error pertaining to the Morabito Foundation Income would offset this disparity.

Amy asked about the cost of pencils on the warrants which John explained as a bulk order of color-changing pencils.

Amy then also drew attention to the Demco-Equipment expenditure which John stated he will look into and email the board members precisely what was purchased.

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

8. Director's Report: Included in board packet. The library has dropped hold fees starting at the beginning of this month. John also explained that he purchased a new paid anti-virus license for all of the library's computers (three year term).

a. Personnel Report: Pat Cielinski has resigned as head page as of December 17, 2018. Karen Licata has been promoted to head page as of January 1, 2019.

9. Old Business:

a. Board Officers for 2019 will be:

President: Joe Vaccarella

Vice President: Stacey Martin

Secretary: Alex Hinkley

Treasurer: Adam Mancuso

MOTION to accept the officer appointments for 2019 was made by Stacey and seconded by Adam; the motion was carried unanimously.

10. New Business:

a. Term Renewal: MOTION to renew the board terms of Amy Holko, Sheryle Walker, and Kim O'Connor to January 2022 was made by Linda and seconded by Stacey; the motion was carried unanimously.

b. Contract with Town: MOTION for Joe to sign the contract with the town was made by Amy and seconded by Alex; the motion was carried unanimously. Joe, (and Alex, as Secretary), signed the contract with the town.

c. Meeting with Assemblyman Lawrence on January 31, 2019, at 11:00 a.m.: Linda will be meeting with Assemblyman Lawrence on behalf of the library in John's stead, as he will be meeting with the auditors on that day.

d. Animal Policy: Linda suggested the Animal Policy be edited to reflect that a service animal is "registered" and not "certified."

MOTION approve the Animal Policy, as amended, was made by Linda and seconded by Amy; the motion was carried unanimously.

11. Informational Item: John spoke to the board about the recent library shooting in Sacramento and highlighted our library's safety and security procedures as well as on-going staff training.

12. Executive Session: None

13. Public Comments: None

14. Motion to Adjourn: MOTION to adjourn was made by Alex and seconded by Amy; the motion was carried unanimously. The board adjourned at 7:40 p.m.

Submitted by Alex Hinkley, Secretary.

Next meeting: Thursday: February 21, 2019 at 6:30 p.m. in the library meeting room.