

DRAFT: Ogden Farmers' Library Board of Trustees Meeting

Minutes for October 11, 2018

Present:

Alex Hinkley (Sec.)
Shery Walker
Adam Mancuso (Treas.)
Stacey Martin (V.P.)
Joe Vaccarella (Pres.)
Nick Messoloras
Linda Tague

Excused:

Amy Holko
Kim O'Connor

Also Present:

John Cohen – Library Director

1. Call to Order: President Joe Vaccarella called the meeting to order at 6:31 p.m. Both executive sessions on the agenda were removed.

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

Adam arrived to the meeting at 6:34 p.m.

2. Minutes from September 20, 2018: MOTION to accept the Minutes was made by Linda and seconded by Shery; the motion was carried unanimously.

3. Public Comments: None

4. Correspondence: None

5. Friends Report: Included in board packet. Book sale will be held October 17-20, 2018.

6. President's Report: President Vaccarella instructed the board to try to have evaluations submitted to Kim by November 8 for review and consolidation.

7. Treasurer's Report: Current expenses are at 72%, which is below the 75% budget estimate. Adam noted nothing looked out of the ordinary.

John stated that the Accounts Payable column of the balance sheet has been fixed. The Trust Investments – Perm Restrict column is reflecting a change the auditors made to the journal. The negative \$6 under “Library Charges - Other” from September was a bounced check. The “Misc Income” is a Morabito Fund transfer that wasn't tracked correctly.

ACTION ITEM FOR JOHN Find out what the \$15 service charge is on the warrants from both September and August.

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

8. Director's Report: Included in board packet. Of note is that there is currently a fly infestation at the library for no physical reason that can be discerned. John noted that it poses no danger to the books and is just an annoyance that should pass with the weather. Several jar traps have been put out.

John also spoke about his meeting with Causewave, a not-for-profit organization that specializes in assisting other nonprofits in marketing and development. He will investigate their services further.

a. Personnel Report: Allyson North resigned as Page. Sadie Peers will be covering her hours.

9. Old Business:

a. 2019 budget: The 2019 budget has not changed since the last meeting. Joe reminded the board that the budget needs to be voted on next meeting so everybody should be sure to review it closely.

b. Sexual Harassment policy: The first paragraph of the policy has been updated to cover and include more than just employees.

MOTION to accept the Sexual Harassment policy with new changes was made by Shery and seconded by Linda; the motion was carried unanimously.

10. New Business: Linda and Stacey spoke briefly about the trustee get together at the Brockport library in September. Irondequoit library wants to hold another such get together. These meetings may be held quarterly. The next meeting is tentatively scheduled for January.

a. Trustee Training Requirement: John spoke about how New York's Public Library Systems Directors Organization ("PULISDO") is considering an annual mandatory training program for library trustees and looking for feedback on the proposed regulation.

b. Acceptance of Financial Statements and Audit Report: John presented Freed Maxick's Audited Financial Statements and Report to the Board of Trustees. Noted deficiencies included a lack of segregation of duties in the accounting department, problems with accurately recording transactions related to the trust, the library currently lacking a policy related to asset capitalization, and recommended more comprehensive cyber security testing.

c. Review of Long Range Plan: John went over the 2015-2020 long range plan and discussed the library's progress on each of its stated objectives and goals so far.

11. Informational Item: PULISDO's proposed training program was this month's information item.

12. Public Comments: None

13. Motion to Adjourn: MOTION to adjourn was made by Linda and seconded by Nick; the motion was carried unanimously. The board adjourned at 7:51 p.m.

Submitted by Alex Hinkley, Secretary.

Next meeting: Thursday: November 15 at 6:30 p.m. in the library meeting room