

DRAFT: Ogden Farmers' Library Board of Trustees Meeting

Minutes for November 15, 2018

Present:

Alex Hinkley (Sec.)
Shery Walker
Joe Vaccarella (Pres.)
Nick Messoloras
Linda Tague
Amy Holko
Stacey Martin (V.P.)

Excused:

Kim O'Connor
Adam Mancuso (Treas.)

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 Shery and seconded by Amy; the motion was carried unanimously.

2. Minutes from October 11, 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. John mentioned that Laura was also a tremendous help with the Book Sale this year.

6. President's Report: Joe noted that Kim did a fantastic job consolidating all of the board members' evaluation reports.

7. Treasurer's Report: Adam was not present at the meeting so Joe gave the treasurer's report this month.

The Key Bank Checking account is a little low and, thus, Joe recommended transferring more funds from the savings account into checking to cover the next several months of expenses until town funds are received. John mentioned the transfer has already been done but is not yet reflected on the balance sheet.

Joe highlighted that the library is currently at 79% of budgeted expenses for the year versus the 83% expected. Income and expenses are both on track.

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

8. Annual Meeting: MOTION to enter the annual meeting was made by Amy and seconded by Shery; the motion was carried unanimously. The board entered the annual meeting at 6:51 p.m.

The board decided to postpone the election of officers until the next meeting in January, 2019, because Adam was absent from the meeting and Stacey had not yet arrived. Current officers will remain in their positions until that time.

John presented the finalized 2019 budget with estimated income and expenses of \$613,632.00.

Nick asked why eBooks are budgeted to go down next year. John stated that this was the area which made the most sense to make cuts to compensate for rising personnel costs.

John also went over next year's important dates, policies, and procedures.

MOTION to accept the annual meeting in its entirety was made by Amy and seconded by Shery; the motion was carried unanimously.

MOTION to adjourn the annual meeting was made by Amy and seconded by Shery; the motion was carried unanimously. The annual meeting was adjourned at 7:12 p.m.

9, Director's Report: Included in board packet. Staff development day went extremely well. Performance appraisals are not yet completed, but will be soon.

Stacey arrived to the meeting at 7:20 p.m.

a. Personnel Report: No personnel changes.

10. Old Business: None

11. New Business:

a. Next Trustees get together: The next Board Trustee get together will be held on January 30, 2019 in Irondequoit.

b. Bereavement Leave update: John suggested the board add spouse's grandparents to the Bereavement Leave Policy for extended family (employees receive one day leave).

MOTION to add spouse's grandparents to the Bereavement Leave Policy for extended family was made by Linda and seconded by Shery; the motion was carried unanimously.

12. Informational Item: John presented information to the board about the laws regarding going into and out of executive sessions.

13. Executive Session: MOTION to enter executive session to discuss a particular personnel issue was made by Alex and seconded by Shery; the motion was carried unanimously. The board entered executive session at 7:34 p.m.

Library Director John Cohen left the room. Town Liaison Tom Cole left the meeting.

The board set John's salary for the upcoming year.

MOTION to leave executive session was made by Linda and seconded by Shery; the motion was carried unanimously. The board left executive session at 7:47 p.m.

John returned to the meeting.

14. Public Comments: None

15. Motion to Adjourn: MOTION to adjourn was made by Shery and seconded by Alex; the motion was carried unanimously. The board adjourned at 7:56 p.m.

Submitted by Alex Hinkley, Secretary.

Next meeting: Thursday: January 17, 2019 at 6:30 p.m. in the library meeting room.

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