

Ogden Farmers' Library Board of Trustees Meeting

Minutes for February 20, 2020

Present:

Alex Hinkley (Pres.)
Nick Messoloras (Treas.)
Joe Rivers (Sec.)
Joe Vaccarella
Linda Tague
Amy Holko

Excused:

Shery Walker
Stacey Martin (V.P.)
Kim O'Connor

Also Present:

John Cohen – Library Director

1. Call to Order: President Alex Hinkley called the meeting to order at 6:31 p.m. Amy H. arrived to meeting at 6:45 p.m. No changes were made to the agenda.

2. Minutes from January 16, 2020: Minutes must be updated to include last initial of persons referenced in order to avoid confusion in future documents.

MOTION to accept the Minutes with previously noted change was made by Linda T. and seconded by Nick M.; the motion was carried unanimously.

3. Public Comments: None

4. Correspondence: None

5. Friends Report: Linda T. presented her report that was included in the board packet. All requests for funds were approved by the Friends. Sherie Cuddy has been approved as the new treasurer. The group has agreed to meet five times per year. The next Friends meeting will be held Monday, March 30, 2020 at 7 p.m.

6. President's Report: None

7. Treasurer's Report: Assets during the month of January are similar to January 2019. Income has been slightly higher than plan because our budget anticipated a drop in fines when MCLS's auto-renewal program took affect. MCLS did not move forward with the auto-renewal program. January warrants include many small dollar value line items labeled "Move to Checking". These are payments from Square, Inc., our new credit card processing provider.

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

8. Director's Report: During January several collections (Genealogy, Audio-books, and Oversize) were moved and the move has been well received by patrons. The library had a minor domestic disturbance security issue during January. Staff responded correctly, the police were called, and the situation was de-escalated quickly. The server was successfully upgraded and all computers within the library now run Windows 10. A new computer with updated educational software (ABC Mouse) has been installed in the children's area.

a. Personnel Report: Nothing to report.

9. Old Business:

a. Review of the currently established Personnel Policy was briefly discussed. The outdated language within the Policy as outlined within the board packet will be removed as approved at the January meeting.

MOTION to accept the Policy as amended during January was made by Nick M. and seconded by Joe V.; the motion was carried unanimously.

b. John C. and Linda T. have collected conflict of interest policies and forms from several libraries within Monroe County. These have been included in the board packet so they may be reviewed by the board before the March Board Meeting. John plans to craft a policy for OFL based upon these examples. The board should plan to vote on the new policy during the March Board Meeting.

c. Fax costs information during the month of January was provided in the board packet. In order to better serve our patrons the fax costs will be adjusted as follows:

Local	\$.50 per page
Long Distance	\$1.00 per page
Maximum cost	\$10.00 per fax

MOTION to accept the fax cost structure as noted above was made by Amy H. and seconded by Nick M.; the motion was carried unanimously.

10. New Business:

a. The Annual Report to the State for 2019 was provided within the board packet.

MOTION to accept The Annual Report, as provided, for submission to the state was made by Linda T. and seconded by Amy H.; the motion was carried unanimously.

b. During the month of January a community group approached John regarding tabling within the library. In the past groups were free to table in the hallway near the entrance to the premises. The board encouraged John to continue the practice of permitting tabling in the hallway but not within the library itself.

c. The OFL will be hosting a MCLS trustee Get-together on Monday April 6, 2020 from 6:30 p.m. until 8 p.m. Suggested topics discussed included possible presentations about Trustee training or the creation and maintenance of a “Legal Footprint” binder. Linda T. plans to explore other possibilities for the get-together to share with the board.

d. The option to lease vs. purchase new computers was briefly discussed as outlined within the board packet. The board plans to continue with the current strategy and purchase our next group of computers when needed.

11. Informational Item: John C. had a small presentation regarding “First Amendment Audits”. This is when individuals film in public places while purposefully pushing the boundaries of permitted behavior. Individuals then selectively film others reactions, trying to show others in a bad light and in turn make themselves look better and thus more popular to their perceived “online fans”. John plans to review our policies regarding harassment to determine if these “audits” would potentially violate them.

12. Executive Session: None

13. Public Comments: None

14. Motion to Adjourn: MOTION to adjourn was made by Amy H. and seconded by Joe V.; the motion was carried unanimously. The board adjourned at 7:46 p.m.

Submitted by Joseph Rivers, Secretary.

Next meeting: Thursday, March 19, 2020 at 6:30 p.m. in the Library Meeting Room.