

# DRAFT: Ogden Farmers' Library Board of Trustees Meeting

## Minutes for May 16, 2019

### Present:

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

### Excused:

Nick Messoloras (Treas.)  
Amy Holko  
Shery Walker

### Also Present:

John Cohen – Library Director  
Caitlin Crilly – Teen Librarian

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

**2. Minutes from April 18, 2019:** MOTION to accept the Minutes was made by Linda and seconded by Alex; the motion was carried unanimously.

**3. Executive Session:** MOTION to enter Executive Session to discuss prospective new board member Joe Rivers was made by Linda and seconded by Stacey; the motion was carried unanimously. The board entered Executive Session at 6:33 p.m. Caitlin and Joe Rivers left the room. John was asked to stay.

The board voted unanimously to accept Joe Rivers as a new board member.

MOTION to leave Executive Session was made by Kim and seconded Linda; the motion was carried unanimously. The board left executive session at 6:37 p.m. Caitlin and Joe returned to the meeting. Joe was officially welcomed to the board.

**4. Public Comments:** None

**5. Correspondence:** None

**6. Friends Report:** Included in board packet.

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

**8. Treasurer's Report:** Report was given by President Joe Vaccarella as Treasurer Nick Messoloras was absent. Expenses are currently at 28% of what was budgeted, which is under the expected 33% for this point in the year.

**ACTION ITEM FOR JOHN** The board requested John determine what the equity line items 3010 through 3030 on the balance sheet specifically include.

John stated that the numbers for line items 8310 (Insurance – All Risk) and 8315 (Director/Board) on the Profit & Loss sheet were switched due to entry error.

John also mentioned that the reason the personnel expenses number is lower than what was budgeted is because the library was without a Teen Librarian for February and March, and the new librarian was hired at a slightly lower rate.

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

**9. Director's Report:** John spoke about a few issues that were included on the Director's Report including an issue with video game theft that has been referred to the police, the fact that the library may need new computers soon as Microsoft's support for the version of windows the current computers have is ending, and the tax situation involving Heartland and New York State has now been resolved. John also mentioned that the newly acquired display cases do not work properly and are being sent back after numerous attempts to fix them.

Teen Librarian Caitlin Crilly spoke to the board about the successful reorganization of the teen space as well as her plans to hold weekly movie nights and to reorganize the genealogy department once summer reading has completed.

**a. Personnel Report:** None

**10. Old Business:**

**a. Policy Review: Quiet Study Room policy:** The board reviewed the Quiet Study Room policy and found no changes were needed at this time. It was suggested the policy be posted on the door of the study room.

**11. New Business:**

**a. Disposal of Assets policy:** John is currently drafting a policy regarding the library's disposal of assets to be presented to the board at a future meeting.

**12. Informational Item:** John spoke to the board about the library's current insurance policies and coverage.

**13. Executive Session:** None

**14. Public Comments:** None

**15. Motion to Adjourn:** MOTION to adjourn was made by Alex and seconded by Stacey; the motion was carried unanimously. The board adjourned at 7:36 p.m.

*Submitted by Alex Hinkley, Secretary.*

**Next meeting: Thursday: June 20, 2019 at 6:30 p.m. in the library meeting room.**