

# Ogden Farmers' Library Board of Trustees Meeting

## Minutes for May 21, 2020 - VIA ZOOM

### **Present:**

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

### **Excused:**

Amy Holko

### **Also Present:**

John Cohen – Library Director  
Tom Cole – Town Liaison

**1. Call to Order:** Vice President Stacey Martin called the meeting to order at 6:32 p.m. No changes were made to the agenda.

**2. Minutes from April 16, 2020:** No changes are needed.

MOTION to accept the Minutes was made by Shery W. and seconded by Nick M.; the motion was carried unanimously.

**3. Public Comments:** None

**4. Correspondence:** John C. described several messages received from patrons requesting information about the time frame for the re-opening of the Ogden Farmers' Library.

**5. Friends Report:** The Friends have been inactive due to the COVID-19 pandemic and state wide social distancing mandates. The next Friends meeting is scheduled for September 28. At that time the annual book sale will be addressed. The book sale is dependent upon the state mandates that are yet to be determined.

**6. President's Report:** The issue of town funding (and potential loss of funding due to budget deficits and cuts) was briefly discussed; however, no details are known as most town offices are not currently fully functional. John C. should have more information when he addresses next year's budget with the town, this is normally done in the month of June.

**7. Treasurer's Report:** Due to the COVID-19 mandated closures John C. did not have full access to all financials normally provided at board meetings. Next month full financials will be provided for April, May, and June. Expenses have been low, consisting mainly of only reoccurring bills. Costs for ebooks are up while physical books are down due to the closure of the physical library space.

MOTION to approve paying the Warrants was made by Alex H. and seconded by Shery W.; the motion was carried unanimously.

**8. Director's Report:** A reopening plan has been a top priority during recent MCLS meetings and discussions. The state will require a formal reopening plan using their format before an actual reopening. Sneeze guards, masks, gloves, and cleaning supplies have been acquired in anticipation of reopening.

**a. Personnel Report:** See old business, subsection a.

**9. Old Business:**

**a. Staff Pay:** The board has voted to continue paying employees their full normal hours through June 30<sup>th</sup>. When the library reopens for curbside service, hours will be reduced. Employees who work their scheduled hours will receive pay for their full normal worked hours.

MOTION to approve the staff pay extensions as outlined above was made by Shery W. and seconded by Alex H.; the motion was carried unanimously.

**b. Library Board Member Search:** John C. plans to post notices to the public regarding the opening of a seat on the Library Board. Any changes will be presented to the board as they develop.

**10. New Business:**

**a. Reopening as curbside service:** A OFL Curbside Pickup Procedure has been drafted and included within the trustee packet. John C. will continue to develop the procedure to be in accordance with standards set forth by MCLS and the Town of Ogden.

**b. Update to code of conduct:** John C. presented an addition to the code of conduct that applies to the safety and security of all patrons. The new addition was provided within the board packet. The board has suggested a slight change of language; to say personal protective equipment instead of using the acronym PPE.

MOTION to approve the addition to the code of conduct with the above mentioned change of language was made by Linda T. and seconded by Nick M.; the motion was carried unanimously.

**11. Informational Item:** None

**12. Executive Session:** None

**13. Public Comments:** None

**14. Motion to Adjourn:** MOTION to adjourn was made by Shery W. and seconded by Joe V.; the motion was carried unanimously. The board adjourned at 7:52 p.m.

*Submitted by Joseph Rivers, Secretary.*

**Next meeting: Thursday, June 18, 2020 at 6:30 p.m. in the Library Meeting Room or via ZOOM.**