

DRAFT: Ogden Farmers' Library Board of Trustees Meeting

Minutes for June 20, 2019

Present:

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

Excused:

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

Also Present:

John Cohen – Library Director

1. Call to Order: President Joe Vaccarella called the meeting to order at 6:28 p.m. The first executive session was removed from the agenda.

MOTION to accept the change to the agenda was made by Linda and seconded by Amy; the motion was carried unanimously.

2. Minutes from May 16, 2019: MOTION to accept the Minutes was made by Shery and seconded by Amy; the motion was carried unanimously.

3. Public Comments: None

4. Correspondence: Comments left as part of the OFL Library of the Year submissions were included in the board packet.

5. Friends Report: Included in board packet. The annual book sale is scheduled to be held October 22-26, 2019.

6. President's Report: President Vaccarella reminded the board that because there are no meetings scheduled for July or December, the board members should begin to think about upcoming meeting agendas such as the budget, electing officers, and review of the five-year plan.

John discussed with the board that the town's annual 2% increase in funding will eventually not cover increased expenses over the long-term and this will need to be addressed at some point in the future.

7. Treasurer's Report: Yearly expenses are currently trending at 38% of the budget, which is under the expected 42%. This is largely due to the personnel and printed materials categories trending under projected values. Expenses for the month of May itself were higher than usual due to it being a three-payroll month as well as the payment being made to the library system (payments made twice annually).

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 8130 (Insurance – All Risk) and 8135 (Director/Board) on the Profit & Loss sheet, which were switched due to entry error, have not yet been corrected.

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

8. Director's Report: The new display cases now work correctly due to lubrication suggested by board member Joe Rivers and no longer need to be sent back. The library has also received a lot of good applications for the open Library Page position and will be making a determination on hiring soon.

a. Personnel Report: Sadie Peers will be leaving the library as of August 21, 2019.

9. Old Business:

a. Policy Review: Gift and Memorial Policy: The board reviewed the updated Gift and Memorial Policy and suggested several additions be made. John will amend the proposed policy to include some of the suggestions and the board will review it again at the August meeting.

b. Policy Regarding Disposal of Assets: MOTION to approve the updated policy with changes was made by Alex and seconded by Nick; the motion was carried unanimously.

10. New Business:

a. Library of the Year Submissions: The board reviewed some of the comments from the Library of the Year votes submitted.

11. Informational Item: John spoke briefly to the board about the library's LGBTQ display.

12. Executive Session: None

13. Public Comments: None

14. Motion to Adjourn: MOTION to adjourn was made by Shery and seconded by Linda; the motion was carried unanimously. The board adjourned at 7:28 p.m.

Submitted by Alex Hinkley, Secretary.

Next meeting: Thursday: August 15, 2019 at 6:30 p.m. in the library meeting room.