

Ogden Farmers' Library Board of Trustees Meeting

Minutes for June 21, 2018

Present:

Alex Hinkley (Sec.)
Amy Holko
Adam Mancuso (Treas.)
Stacey Martin (V.P.)
Joe Vaccarella (Pres.)
Nick Messoloras
Linda Tague

Excused:

Shery Walker
Kim O'Connor

Also Present:

John Cohen – Library Director
Tom Cole – Town Liaison

1. Call to Order: President Joe Vaccarella called the meeting to order at 6:29 p.m. Executive session on the agenda is not needed and was removed.

2. Minutes from May 17, 2018: MOTION to accept the Minutes was made by Amy and seconded by Nick; the motion was carried unanimously.

3. Public Comments: None

4. Correspondence: None

5. Friends Report: Included in board packet. Winner of the Friends' scholarship was Rachel Blank. Membership has been changed from a calendar year membership to a one year rolling membership. The Spring Tea scheduled for May 12 was canceled due to lack of people. Next Friends meeting is September 24, 2018.

6. President's Report: Joe stated that he will request the minutes from the Library Trustee Get Together held at Penfield Library on May 29.

7. Treasurer's Report: Budget expenses and income both seem on track based on yearly projections. Adam noted that line items 8130 (Insurance – All Risk) and 8135 (Director/Board) were combined into line item 8131 (Insurance – Other) erroneously. It was also noted that line item 8065 (Equipment) is still showing as over budget in the report due to a program error when generating the reports, but the number is correct in the program itself and is lower than the report is showing.

Expenses were higher than normal this month overall due a \$17,332.45 payment to MCLS which is made twice yearly.

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

8. Director's Report: Rachel Blank is being trained as a clerk for subbing hours. A credit card payment did not reach the credit card company and the cards were frozen for one day while it was being sorted out. It has now been cleared up.

a. Personnel Report: John accepted the resignation of Dacy Shute as Library Assistant, ending August 3, 2018. Patrick Montanaro has been hired as Library Assistant, starting July 23, 2018.

MOTION to accept the personnel report was made by Alex and seconded by Amy; the motion was carried unanimously.

9. Old Business: None

10. New Business:

a. Bylaws and Constitution – The Library Constitution and Board of Trustees By-Laws were presented to the board for review and will be voted on in the next meeting.

b. Kirby's CSA – MOTION to remove the 'Residents Only' clause of Kirby's CSA was made by Linda and seconded by Stacey; the motion was carried unanimously.

c. Staff and board getting to meet each other – John will bring staff members to future trustee meetings so trustees and staff can get to know one another over time.

d. Business credit card company – M&T and Elan seem to have ended their relationship so the credit cards are now with Elan rather than M&T. John will look into either going back to M&T directly for credit card services or the possibility of transitioning to Key Bank credit card services.

e. Causewave marketing – John is going to take the free meeting with Causewave Marketing to explore the potential benefits of their services to the library.

f. EAP through ShelterPoint – An Employee Assistance Program through ShelterPoint will be put into the budget for next year. Estimated cost is roughly \$3 per employee per month.

11. Informational Item: John went over several topics from the ALA library bill of rights.

12. Executive Session: None

13. Public Comments: None

14. Motion to Adjourn: MOTION to adjourn was made by Amy and seconded by Linda; the motion was carried unanimously. The board adjourned at 7:32p.m.

Submitted by Alex Hinkley, Secretary.

Next meeting: Thursday: August 16th, 2018 at 6:30 p.m. in the library meeting room.