

Ogden Farmers' Library Board of Trustees Meeting

Minutes for August 15, 2019

Present:

Alex Hinkley (Sec.)
Nick Messoloras (Treas.)
Joe Vaccarella (Pres.)
Stacey Martin (V.P.)
Linda Tague
Amy Holko
Shery Walker
Kim O'Connor
Joe Rivers

Excused:

None

Also Present:

John Cohen – Library Director

- 1. Call to Order:** President Joe Vaccarella called the meeting to order at 6:29 p.m. A new subsection for the Trustees Get-Together was added to the agenda under New Business.
- 2. Minutes from June 20, 2019:** MOTION to accept the Minutes was made by Shery and seconded by Kim; the motion was carried unanimously.
- 3. Public Comments:** None
- 4. Correspondence:** None
- 5. Friends Report:** Included in board packet. Reminder that the annual book sale is scheduled for October 22-26, 2019.
- 6. President's Report:** President Vaccarella once again reminded the board to consider planning now for upcoming board meetings which will involve review of the budget, electing board officers, and reviewing the library's five-year plan.
- 7. Treasurer's Report:** Money was transferred from the savings account to the checking account. Expenses are still currently trending lower than what was budgeted for the year. The main driver of this is the personnel category which is lower than what was budgeted. It was also pointed out that the "Other Income" is trending higher than anticipated. John mentioned that this may be Morabito funds.

ACTION ITEM FOR JOHN John determined that equity line items 3010 through 3030 have been the same exact numbers since 2010. John will speak with the auditors about what exactly they are as he is unsure.

The board asked about the previously mentioned partial refund for the faulty display cases. John stated that rather than a refund, the library was issued a \$1,000 credit with Brodart Company for the trouble with the cases.

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

8. Director's Report: The table at Canal Days was very successful with over 540 stopping by. John spoke with the town about adding additional security cameras. The patron count listed for the month of July is being underreported because the counter at the door ran out of battery power and wasn't caught right away to be replaced. The number of patrons for that month is actually much higher.

a. Personnel Report: Sadie Peers will be leaving the library as of August 21, 2019. Megan Snarr has been hired as page starting July 22, 2019.

MOTION to approve the hiring of Megan Snarr was made by Linda and seconded by Kim; the motion was carried unanimously.

9. Old Business:

a. Policy Review: Collection Development Policy: MOTION to approve the Collection Development Policy based on content with minor grammatical edits to be applied was made by Kim and seconded by Shery; the motion was carried unanimously.

10. New Business:

a. Budget 2020: The current 2020 Budget is very similar to the 2019 Budget with a notable increase in personnel expenses which is due to a payroll increase to mirror the minimum wage increase.

Nick also mentioned to the board at this time to investigate whether or not their employers have any volunteer grant programs that they can apply for as employers often have such programs that will donate money to the library based on volunteering for the board.

b. Update to Emergency Policy: MOTION to approve changes to the Emergency Policy was made by Alex and seconded by Shery; the motion was carried unanimously.

ACTION ITEM FOR JOHN Speak with the police about proper evacuation procedures.

c. Event Attendance Policy: The board briefly reviewed and discussed the library's Event Attendance Policy.

d. Trustees Get-Together: The Trustees Get-Together was held at the Penfield Public Library on August 12 with a presentation by Sherry Johnson, the Executive Director of the Monroe County School Boards Association. Her talk focused on advocacy and what the organization does to help its members advocate for their schools. Patty Uttaro, Director of the RPL and MCLS, was also in attendance and said that the new trustee training requirements will be two hours per year, although the state has not yet determined the structure of this training.

11. Informational Item: John spoke to the board about sexual harassment training.

12. Executive Session: None

13. Public Comments: None

14. Motion to Adjourn: MOTION to adjourn was made by Nick and seconded by Kim; the motion was carried unanimously. The board adjourned at 7:44 p.m.

Submitted by Alex Hinkley, Secretary.

Next meeting: Thursday: September 19, 2019 at 6:30 p.m. in the library meeting room.