

Ogden Farmers' Library Board of Trustees Meeting

Minutes for September 19, 2019

Present:

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

Excused:

Amy Holko
Shery Walker

Also Present:

John Cohen – Library Director
Tom Cole – Town Liaison

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 August 15, 2019: MOTION to accept the Minutes was made by Nick and seconded by Joe; the motion was carried unanimously.

3. Public Comments: None

4. Correspondence: None

5. Friends Report: Included in board packet. The Friends are currently still looking for someone to run the annual book sale and if someone does not volunteer within the next week, the sale may not be held this year.

6. President's Report: President Vaccarella reminded the board to consider upcoming officer positions as well as to start planning for John's evaluation.

The next informal trustee get-together meeting is being planned for sometime in October but a venue has not been decided yet. Joe suggested that we consider hosting the meeting sometime early next year.

ACTION ITEM FOR JOHN John to fill out self-evaluation prior to next board meeting.

7. Treasurer's Report: Expenses currently trending at 59%, under the 67% expected from the budget for this time of year. Nick asked John about variances in Equipment, Fund Raising, Investment Fees, and Auditor/Accountant categories which are significantly different than what was budgeted. Equipment is higher due to the new display cases that were ordered. Fund Raising variance is due to the grant that was given to the arts group earlier in the year. The Investment Fees category is different than expected due to a change in the way Morabito Funds are being tracked as per the suggestion of the auditors. Auditor/Accountant is higher as tax preparation fees may have been included and/or the audit itself may have cost more than expected as cost is based on time needed for completion.

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

8. Director's Report: Included in board packet. John highlighted to the board that a new commercial grade display TV has been installed above the circulation desk and that the town has agreed to install two additional security cameras in the library. John also mentioned that the summer programs were very successful this year.

a. Personnel Report: No changes

9. Old Business:

a. Policy Review: Code of Conduct Policy Review (listed erroneously as "Collection Development Policy Review" on agenda): The board reviewed the Code of Conduct Policy and recommended no changes at this time.

b. Budget 2020: John stated that the Genealogy Fund could be used to pay for the Ancestry subscription going forward. The e-books (6059) category is improperly formatted in the proposed budget as it appears to have two decimal points. John will have this corrected and double check that it did not throw off any of the other numbers.

ACTION ITEM FOR JOHN John to correct top right column header of the proposed budget to read "2020 Budget" rather than "2019 Budget."

10. New Business:

a. Auditors Report: John presented Freed Maxick's report to the board for review. President Vaccarella suggested the board takes time to review the report carefully and postpone voting on accepting it until the next meeting.

11. Informational Item: John spoke to the board about the library's ordering process including who the library's major suppliers are and the pricing checks library staff conducts prior to placing orders.

12. Executive Session: None

13. Public Comments: None

14. Motion to Adjourn: MOTION to adjourn was made by Alex and seconded by Kim; the motion was carried unanimously. The board adjourned at 7:43 p.m.

Submitted by Alex Hinkley, Secretary.

Next meeting: Thursday: October 17, 2019 at 6:30 p.m. in the Town Conference Room.