

DRAFT: Ogden Farmers' Library Board of Trustees Meeting

Minutes for September 20, 2018

Present:

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

Excused:

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 6:31 p.m. First executive session on the agenda is not needed and was removed.

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

2. Minutes from August 23, 2018: MOTION to accept the Minutes was made by Adam and seconded by Stacey; the motion was carried unanimously.

3. Public Comments: None

4. Correspondence: No written correspondence but John did note the MCLS board meeting was held at the library on September 17 and there were several comments on how nice it was.

5. Friends Report: Included in board packet. Book sale will be held October 17-20, 2018.

6. President's Report: President Vaccarella reminded the board that there will be a Library Trustee Get Together at Seymour Library in Brockport on September 25 from 6:00 to 8:00 p.m. and encouraged everybody to attend.

7. Treasurer's Report: Expenses are currently at 62% for the year, and thus approximately 5% lower than the budget projection for this time frame. Accounts Payable on the balance sheet jumped to over \$10,000 for currently unknown reasons. There was also a \$15 "Service Charge" on the warrants that has no description or identifying account number.

ACTION ITEM FOR JOHN Meet with the bookkeeper and investigate why the Accounts Payable column is so high, what the \$15 service charge on the warrants was for, and from last month, what the "Misc. Income" line specifically is and why it is reporting so high.

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

8. Director's Report: Included in board packet. Staff development day will be in November and focus on emergency procedures and sexual harassment training.

a. Personnel Report: No personnel changes.

9. Old Business:

a. 2019 budget: The 2019 budget is fairly similar to the 2018 budget across most categories. The current 2019 budget reflects a 2% increase from Public Support as income as well as an assumed 2% increase to wages and an expected increase in insurance as a percentage of payroll as expenses. The budget sheet still had the year 2016 in the title which John noted he would fix to properly state 2019.

10. New Business:

a. Public Display Policy: MOTION to accept the Public Display Policy with additional grammatical edits was made by Alex and seconded by Amy the motion was carried unanimously.

b. Sexual Harassment Policy: MOTION to include the italicized paragraph referencing sexual harassment is also prohibited by law in the Sexual Harassment Policy was made by Amy and seconded by Adam; the motion was carried unanimously.

ACTION ITEM FOR JOHN Further amend wording of Sexual Harassment Policy to clarify it also covers non-employees such as contractors and vendors, and present edited policy to the Board of Trustees at the next meeting.

11. Informational Item: John spoke about New York's new sexual harassment law. Staff training is to be completed by the January 1, 2019.

12. Executive Session: The board asked John to leave during execution session. Tom Cole also left the meeting. MOTION to enter executive session was made by Amy and seconded by Linda; the motion was carried unanimously. The board entered executive session at 7:20 p.m. Personnel issues were discussed.

MOTION to exit executive session was made by Amy and seconded by Linda; the motion was carried unanimously. The board exited executive session at 7:44 p.m. John returned to the meeting.

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 7:46 p.m.

Submitted by Alex Hinkley, Secretary.

Next meeting: Thursday: October 11, 2018 at 6:30 p.m. in the Town of Ogden meeting room.