**Ogden Farmers’ Library**

**Board of Trustees Meeting**

Agenda May 19, 2022 at 6:30pm via zoom

1. Call to Order / Agenda Changes **(ACTION REQUIRED)**
2. Action on Minutes **(ACTION REQUIRED)**
3. Public Comments - rules: Remarks are limited to 3 minutes. Remarks must be addressed to the entire board. Remarks must contain no personal attacks. The board does not respond during the comments section.
4. Correspondence
5. Friends Report
6. President’s report: President Hinkley
7. Treasurer’s Report: Treasurer Messoloras **(ACTION REQUIRED)**
8. Director’s Report (with Librarians’ reports)
   1. Personnel Report **(ACTION REQUIRED if changes)**
9. Unfinished Business
   1. Ongoing policy review – Meeting Room Use
10. New Business
    1. Review of long-range plan metrics
    2. Resolution to allow virtual attendance of meetings under extraordinary circumstances
    3. Unattended child policy
11. Public comments – rules as above
12. Educational segment – to be determined
13. Motion to Adjourn **(ACTION REQUIRED)**

**Upcoming meetings:**

**Board of Trustees Meeting will be Thursday, June 16, 2022 at 6:30pm in the library meeting room.**

**Library Jargon at-a-glance**

**ALA**: American Library Association, advocates and lobbyists for the library industry.

**AV**: Audio-visual material, non-book materials such as video and audio cassettes, DVDs, CD-ROMs, CDs, records and slides.

**CARL**: Our Integrated Library System (See ILS)

**Catalog**: A listing of all the materials a library holds (sometimes called OPAC).

**CIPA**: Children’s Internet Protection Act: A law that aims to protect children from pornographic sites. Library funding can be tied in to compliance.

**Database**: An electronic collection of data that can be searched in a systematic way.

**Dewey Decimal system**: The system of classifying library materials used in our library. The system allows books on a similar subject matter to be shelved near to each other, so that you can browse the collection according to your interests or needs.

**ILL**: Interlibrary Loan service which allows the Library to borrow or obtain items from other libraries.

**ILS**: Integrated Library System – the computer software that allows us to check in, renew, etc.

**ISBN**: International Standard Book Number. Books published since 1969 have one of these unique identifying numbers.

**Journal**: A print or electronic information source that is published at regular intervals under the same title. Sometimes journals may also be known as serials/ periodicals/ magazines.

**MARC**: The accepted standard for library records on computers.

**Metadata**: Data about data.

**MLS**: Masters in Library Science degree. The degree that one earns to be a librarian.

**NYLA**: New York Library Association.

**OCLC**: Online Computer Library Center. A library cooperative dedicated to providing access to information. They operate WorldCat.

**OPAC**: Stands for 'Online Public Access Catalog', how the public accesses our catalog.

**RRLC**: Rochester Regional Library Council – a cooperative of all libraries of all types in the Rochester area.

**WorldCat**: A catalog of library holdings around the world.

**Draft: Ogden Farmers’ Library Board of Trustees Meeting**

**Minutes for April 21, 2022**

**Present: Excused: Also Present:**

Alex Hinkley (Pres) Jimmie Sue Deppe John Cohn- Library Director

Linda Tague (VP))

Laura O’Donnell (Secretary)

Nick Messoloras (Treas.)

Kathleen Britton

Amy Holko

Sharon Stevens

Joe Vaccarella

**1. Call to Order/Agenda Changes:** Alex called the meeting to order at 6:30p.m.

MOTION to vote on future motions by consensus rather than role call during this meeting was made by Nick and seconded by Amy; the motion was carried unanimously.

**2.** **Minutes from March 2022:** Approved.

MOTION to accept the Minutes made by Linda and seconded by Joe; the motion was carried unanimously.

**3.** **Public Comments**: None

**4.** **Correspondence**: None

**5.**  **Friends Report**: On May 2nd, the Friends Group will be having a Master Gardener talk about Vegetable Gardens.

**6**. **President’s Report:** (Alex); None

**7. Treasurer’s Report**: Nick

1. Discussions included:
   * Total asset amounts were $1.5 million.
   * The town payment was received in February.
   * Assets slightly higher than this time last year.
   * Budget versus Actual was close to budget.
   * Total expenses were 21% over budget due to system services moved to a different budget line in 2022.
   * The Key Bank account was not reported. John investigated and found that the library had too many accounts open at Key Bank. Once Nick signed the signature card, this problem should be resolved.
   * There was a question regarding the fines reported as it was thought dues were not collected. John thought it might be because of online funds but he will verify.
   * Personnel shrunk with a $3000 payment for Caitlin’s vacation.
   * The insurance expense was paid early. It was expected to be paid in April and it was paid in March.
   * Credit card and Warrants review:
     1. Reimbursement for paint to the Town of Ogden.
     2. Bought shelving.
     3. Bookkeeper filed 1099 tax form.

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

**8. Director's Report**: John

* The web pages have been redesigned to reduce the graphics.
* John provided metrics on library usage. Circulation is higher and the door count is climbing. 2022 will rebuild circulation and client visitation after the decline due to COVID in 2021. A flyer will be sent to all addresses in the14559 zip code reminding Ogden residents of the services provided by the library. The new teen librarian will need to rebuild relationships with the Spencerport School librarians due to COVID and personnel changes. There is usually a spike in visitations in June due to school programs. We should not expect this spike in 2022.
* The dollar amount received through the NY state budget is less than expected.
* Through Assemblyman Josh Jensen, the library will receive $25,000 in direct library aid to replace the library computers. Some of these computers were over 8 years old. Funding should be received by the end of April. There are currently 20 computers in the library. All are running Windows 10 Operating System.
* May’s BOT meeting will be virtual. However, in June, we should expect to meet in person, unless there are extreme circumstances otherwise. Currently, implementing a video conferencing system in the conference room is not feasible.
* John reviewed the book reconsideration system. He will train his staff at the next staff meeting.
* There was a last-minute addition to the code of conduct: It now reads “Harassing, bullying, or insulting of staff or patrons” is not permitted.

1. **Personnel Report:** 
   * Brad Baxter has been hired as the new Teen Librarian. Brad will start on April 25th.

MOTION to accept Director’s Report was made by Kathleen and seconded by Joe; the motion was carried unanimously.

1. **Unfinished Business:**
   1. The Genealogy and Local History Library Assistant job description has been completed.
   2. The online code of conduct policy was reviewed.

MOTION to accept policies as changed was made by Amy and seconded by Sharon; the motion was carried unanimously.

**11. New Business:**

a. Code of Conduct was changed to includes prohibiting profanity.

MOTION to changes to the code of conduct with changes made by Amy and seconded by Nick; the motion was carried unanimously.

1. Changes to the Ogden Farmers’ Library Employee Social Media Policy
   * This policy has been designed to protect the Library from unauthorized disclosure of information and to otherwise safeguard the Library, its employees and its patrons from any harm that might result from employee misuse of social media.

MOTION to approve the adoption of these policies was made by Linda and seconded by Sharon; the motion was carried unanimously.

**11. Public Comments:** None

**12. Educational segment**: Book challenges procedures

Action Item: Change the duration of time for the Board of Trustees to make a decision on whether the book under review should be removed from 30 days to 90 days.

**13. Executive Session:** None

**13. Motion to Adjourn:** MOTION to adjourn was made by Amy and seconded by Joe; the motion was carried unanimously. The board adjourned at 7:25 p.m.

The next regular BOT meeting will be held virtually on May 19 at 6:30 via Zoom.

Respectfully submitted by Laura O’Donnell

**Friends Report to the board**

The Friends held a brief meeting on Monday, May 2, 2022, at the library.

The Friends agreed to give the library $1,500 for programs and will also reimburse the library $300 for the 2021 virtual Christmas staff luncheon.

Vice President Paula Yandow-Reilly gave a summary of the results of the survey they sent out last month.

1. Members liked the idea of delivering books to shut-ins. (John will check with MCLS’s accessibility services and also on any liability issues.)
2. They got mostly favorable results to book reviews from Friends, having programs at the meetings, and for book discussions with authors.

The Friends asked John about collaborating with the library to staff the booth at Canal Days this year.

At the conclusion of the meeting, there was a presentation by Cornell Cooperative Extension Master Gardener Jurij Kushner on Vegetable Gardening. To advertise this program, the Friends made colorful bookmarks which were available at the library. Including the Friends’ officers, there were nine people in attendance at that program.

The date of the next meeting has not yet been determined but will be in either July or August.

Submitted by Linda Tague, Friends liaison to the board

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Warrant April 2022 | | | | | | | | | | | | | | | |  |
|  |  |  | **Type** |  | **Date** |  | **Num** |  | **Name** |  | **Memo** |  | **Amount** |
|  |  |  | Check |  | 04/01/2022 |  |  |  | ovation payroll |  |  |  | -160.28 |
|  |  |  | General Journal |  | 04/01/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date |  | -14,746.24 |
|  |  |  | General Journal |  | 04/01/2022 |  |  |  |  |  | 2. Payroll taxes EFT for paycheck date |  | -5,209.98 |
|  |  |  | General Journal |  | 04/01/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date - Paper Checks | | -211.74 |
|  |  |  | Bill Pmt -Check |  | 04/11/2022 |  | 20575 |  | B&T Adult Books |  | Books |  | -998.00 |
|  |  |  | Bill Pmt -Check |  | 04/11/2022 |  | 20576 |  | Blackstone Publishing |  | Audiobooks |  | -100.00 |
|  |  |  | Bill Pmt -Check |  | 04/11/2022 |  | 20577 |  | Brodart Company |  | Library supplies |  | -24.95 |
|  |  |  | Bill Pmt -Check |  | 04/11/2022 |  | 20578 |  | Executive Carpet Cleaning |  | Carpet cleaning |  | -250.00 |
|  |  |  | Bill Pmt -Check |  | 04/11/2022 |  | 20579 |  | Midwest Tape |  | CDs and DVDs |  | -35.08 |
|  |  |  | Bill Pmt -Check |  | 04/11/2022 |  | 20580 |  | Sarah Trowbridge |  | book keeping |  | -50.00 |
|  |  |  | General Journal |  | 04/15/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date |  | -10,511.91 |
|  |  |  | General Journal |  | 04/15/2022 |  |  |  |  |  | 2. Payroll taxes EFT for paycheck date |  | -3,651.83 |
|  |  |  | General Journal |  | 04/15/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date - Paper Checks | | -253.75 |
|  |  |  | Check |  | 04/15/2022 |  | ACH |  | ovation payroll |  |  |  | -116.95 |
|  |  |  | Check |  | 04/18/2022 |  |  |  | Vanguard |  | retirement |  | -360.09 |
|  |  |  | Check |  | 04/18/2022 |  |  |  | Vanguard |  | retirement |  | -415.31 |
|  |  |  | Bill Pmt -Check |  | 04/25/2022 |  | 20581 |  | B&T Adult Books |  | Books |  | -1,428.14 |
|  |  |  | Bill Pmt -Check |  | 04/25/2022 |  | 20582 |  | Blackstone Publishing |  | Audiobooks |  | -100.00 |
|  |  |  | Bill Pmt -Check |  | 04/25/2022 |  | 20583 |  | Demco-Equipment |  | Library supplies |  | -52.00 |
|  |  |  | Bill Pmt -Check |  | 04/25/2022 |  | 20584 |  | Elan Bank Credit |  | see credit card statement |  | -5,298.52 |
|  |  |  | Bill Pmt -Check |  | 04/25/2022 |  | 20585 |  | Frontier - Telephone |  | fax line |  | -57.60 |
|  |  |  | Bill Pmt -Check |  | 04/25/2022 |  | 20586 |  | Midwest Tape |  | CDs and DVDs |  | -109.45 |
|  |  |  | Bill Pmt -Check |  | 04/25/2022 |  | 20587 |  | Quill Corporation |  | Office supplies |  | -112.31 |
|  |  |  | Bill Pmt -Check |  | 04/25/2022 |  | 20588 |  | Riverside Reading Store |  | Books |  | -54.75 |
|  |  |  | Bill Pmt -Check |  | 04/25/2022 |  | 20589 |  | Sarah Trowbridge |  | book keeping |  | -62.50 |
|  |  |  | Bill Pmt -Check |  | 04/25/2022 |  | 20590 |  | Toshiba Business Solutions |  | copier maintenance agreement |  | -33.12 |
|  |  |  | General Journal |  | 04/29/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date |  | -10,979.02 |
|  |  |  | General Journal |  | 04/29/2022 |  |  |  |  |  | 2. Payroll taxes EFT for paycheck date |  | -3,761.52 |
|  |  |  | General Journal |  | 04/29/2022 |  |  |  |  |  | 1. Checks EFT for paycheck date - Paper Checks | | -530.90 |
|  |  |  | Check |  | 04/29/2022 |  | ACH |  | ovation payroll |  |  |  | -124.45 |
| **TOTAL** |  |  |  |  |  |  |  |  |  |  |  |  | **-59,800.39** |

Credit Card Transactions for statement April 2022

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Transaction | Name | Memo | Amount |
| 3/31/2022 | DEBIT | ZOOM.US 888-799-9666 WWW.ZOOM. | Zoom membership | -149.9 |
| 3/28/2022 | DEBIT | TRAVELERS BOND 800-252-2 | Insurance | -1422 |
| 3/28/2022 | DEBIT | B2B Prime\*1N4WK5D42 Amzn.com/b | Prime membership | -193.32 |
| 3/28/2022 | DEBIT | AMZN Mktp US\*1N3BV32Y2 Amzn.com/ | Shelving | -285 |
| 3/25/2022 | DEBIT | SALVATORE S OLD FASHIO SPENCERPO | Teen event | -40.16 |
| 3/25/2022 | DEBIT | WEGMANS #018 ROCHESTER | programming | -9.27 |
| 3/22/2022 | DEBIT | AMZN Mktp US\*1N5I05V00 Amzn.com/ | programming | -12.07 |
| 3/21/2022 | DEBIT | AMZN Mktp US\*1N8942J40 Amzn.com/ | shelving | -141.98 |
| 3/21/2022 | DEBIT | WALMART.COM AA 800-966-6 | programming | -66.67 |
| 3/18/2022 | DEBIT | AMZN MKTP US\*1N82891G1 AMZN.COM/ | shredder | -165.99 |
| 3/17/2022 | DEBIT | OVERDRIVE DIST 216-573-6 | ebooks | -2580.96 |
| 3/17/2022 | DEBIT | ECOPARK ROCHESTER | recycling | -30 |
| 3/16/2022 | DEBIT | AMZN Mktp US\*1Z2DI2PB2 Amzn.com/ | office supplies | -140.76 |
| 3/14/2022 | DEBIT | DOLLAR TREE SPENCERPO | programming | -14.85 |
| 3/11/2022 | DEBIT | Amazon.com\*1Z7762TW0 Amzn.com/b | monitor | -129 |
| 3/11/2022 | DEBIT | DOLLAR TREE SPENCERPO | programming | -27.95 |
| 3/10/2022 | DEBIT | AMZN Mktp US\*1Z09S5NY0 Amzn.com/ | programming | -7.99 |
| 3/9/2022 | DEBIT | THE UPS STORE 1145 954-47436 | shipping | -60.3 |
| 3/8/2022 | DEBIT | WEGMANS #018 ROCHESTER | programming | -7.98 |

Statistics April 2022 – stats were not updated this month due to staff illness.



Ebooks:

* January: 1941
* February: 1887
* March: 2001

Statistical Graphs – stats were not updated this month due to staff illness

Circulation

Door count

Program Attendance

**Director’s Report April 2022**

**Collection:** nothing to report at this time.

**Facilities**:

* The town is considering altering their summer hours; this will not impact our hours.
* Clerks Michael and Sandi are brainstorming how to update some of the libraries decorations.
* The town is doing \*very\* preliminary research on the feasibility of building a new library.

**Financial**:

* Assemblyman Jensen is attempting to get us a $25,000 grant from the state to help us update our technology.
* I have, after much delay, updated the signers on our bank accounts.

**Friends:**

* The Friends indicated a desire to assist with our Canal Days table this year.

**Management**:

* This meeting has a resolution to allow board members to attend virtually in extraordinary circumstances.
* I attended training sessions on both book reconsideration requests and first amendment audits.

**Outreach:**

* The Kiwanis silent auction is in full swing.
* We have contacted Canal Days about participating this year.

**Personnel:**

* Rachel should be ending her hiatus this month.
* We had staff development day which we focused on security issues. A police officer spoke to us about how to handle dangerous situations, a speaker talked about the OODA cycle (Observe, Orient, Decide, Act), and we had discussions of both book challenges and first amendment audits.
* The reference staff have all taken an Abuse Prevention training. Other staff may optionally take it.

**Public**:

* The library did receive a one-star review on Google. I have attempted to reach the patron to discuss their concerns.

**Security:** nothing to report at this time.

**System**:

* I continue to serve on the SSOC committee.
* The system held its annual directors retreat virtually, topics included the MCLS budget for the upcoming year, the County’s new long range plan and how libraries can be a part of it, setting system priorities and keeping staff informed regarding MCLS events.
* MCLS is updating the various emailed patron notices to be more understandable and more friendly.

**Technology**:

* Peter has completed a technology survey of the library so we know what machines we have wear. This will help us create a replacement schedule.

**Personnel Report April 2021:**

Nothing to report at this time.

**Report to the Ogden Farmers’ Library Board**

**May 11th, 2022**

Greetings, Salutations, and Hello!

…or perhaps I should shout, “May Day! May Day! Sound the alarm! Summer approaches! It’s our busiest season and it’s almost upon us!”

This year, libraries are celebrating *Oceans of Possibilities!* Ogden’s summer calendar includes:

* Story time at the library every Tuesday morning
* Outdoor story time at Springdale Farm every Wednesday morning
* New activities every Friday: sand art, a movie viewing, technology toy play day, the annual tie-dye event, a trivia game, and the final ice cream social with a visit from the Seneca Park ZooMobile
* An ocean-themed update of our Learning Game (with weekly prizes!) from 2021

Before the festivities begin on June 27th, I’ll be proofreading materials, finalizing a contract with the Amazing Magic Joe for a kickoff event, liaising with school librarians, filming the promotional video, and preparing supplies for our events and activities!

In other news: I have been keeping an eye on the recent book challenges at other MCLS libraries and more general controversies over what constitutes appropriate subject matter for children. In case such controversies ever extend to Ogden, my preparations include:

* Completion of a training from the local Bivona Child Advocacy Center on the subject of child protection, abuse prevention, and age-appropriate ways to address sensitive topics
* A review of relevant materials in our PARENT section to ensure that Ogden provides age-appropriate resources for families who wish to educate their kids on sensitive topics
* Research into child safety policies in place at other libraries in the county

On a happier note, May will be an eventful month packed with hubbub and activity:

* In April, I tested a new Thursday night event rotation (therapy dog visits, LEGO Club, PJ Storytime, and Pokemon Club); it met with great success! Now, I’ll be working to repeat this on a consistent, continuing basis in May and beyond.
* On May 14, a nature guide from the Seneca Park Zoo will be leading us on a hike along the trails at Springdale Farm.
* This upcoming Saturday, Girl Scout Troop 60491 has volunteered to conduct the annual spring Reading Garden clean-up.

I look forward to our next update!

Sincerely,

Steven Shon

Children’s Librarian

**Report to the Ogden Farmers’ Library Board**

**May 12, 2022**

Hello! It’s thrilling to have joined the Ogden Famers’ Library family as the brand new, Teen Librarian! Everyone here has been so welcoming!

First, a bit of an introduction: I’m Brad. I’m from Michigan. I like playing board games, hiking in nature, and playing the piano (though I’m pretty bad at it). I love empowering teens and helping them pursue their dreams!

This last month has been a flurry of learning, learning, learning, as I’ve tried to get up to speed with everything going on here at the library and with the community we serve. I won’t bore you with my thrilling adventures learning closing procedures or navigating the Carl X interface. But, I will tell you a few highlights:

1. Walking Club! At the start of May we strolled outdoors near the canal. It was so lovely! The members of the club are incredibly welcoming, and everyone “walks” away feeling good about themselves!
2. Free Comic Book Day (May 7). We had nearly 40 people come by to grab some free comics, play some games, snap a photo, and/or just say hello! I got to meet a bunch of the teens here for the first time! Plus, I wore a taco hat (I was “Taco Man”).
3. Staff Development Day (April 29). We learned exciting -okay, maybe not *exciting*, but *important*- information about book challenges, active threats, and self-defense. Plus, it was a great chance to mingle with the staff and get to know everyone better!

I’ve planned a whole slew of teen programs for the summer, all centered around the national *Ocean of Possibilities* theme, including an Atlantis escape room, a Jellyfish lantern craft, an engineering program (can you construct a building to withstand on-rushing waves?), a knot-tying craft, and several water themed movie showings, like Aquaman!

Next week I hope to visit the schools, create a teen summer reading video, and dive into ebook ordering. So much still to learn and do!

Sincerely,

Brad Bachelor

Teen Librarian

**Report to Board**

10 May 2022

April’s book group met on the 28th to discuss *Miss Benson’s Beetle* by Rachel Joyce. We had four people attend.

I have weeded into the S section of the Biography section.

I attended our staff development day on 29 April. The main theme of the day was security and safety. A police officer from Ogden was the main speaker, sharing ways to handle unusual and perhaps dangerous situations. Another session focused on computer security, another on how to assess your environs and situation when something seems threatening.

I have completed the Stewards of Children Training (child sexual abuse training).

I have scheduled a diamond painting program on 18 May and a back pain presentation by GVPT on 15 June.

Respectfully submitted,

Kate Vreeland

**Communications and Technology Library Assistant Report to the Ogden Farmers’ Library Board of Trustees**

**May 10th, 2022**

Greetings to the members of the board,

Between April 13th and May 11th, I completed two major projects, which I have listed below:

* A survey of the technical specifications of all Desktop and Laptop computers belonging to the Ogden Farmers’ Library
* Creation of the bid sheets and item listing sheets for the 2022 Kiwanis Silent Auction that the library is hosting during the month of May.

In addition, I have been continuing to,

* Manage all social media postings on Facebook and Instagram, and create all signage need inside the library
* Create the May Newsletter
* Resolve technical issues presented by staff and patrons
* Run Walking Club (pardon the contradiction), and oversee Calling Card Club

Additions are in *italics*, deletions are ~~struckthrough~~

**MEETING ROOM USE POLICY**

**Purpose**

The library meeting room is primarily intended for library use. Outside non-profit groups may use the meeting room. Priority is given first to *the Library, then* the Town of Ogden, and then local organizations.

**Application for Use**

* Applications to use the room are available at the library and online at [www.ogdenlibrary.com](http://www.ogdenlibrary.com).
* Applicants will be contacted to inform them of room availability.
* The person signing the application must be at least 18 years old and assumes responsibility on behalf of the group or organization.
* Groups may make requests no more than 90 days in advance of the date they would like to reserve.
* Long term, regularly scheduled use of the room is granted at the discretion of the Director. If granted, the organization must still submit an application at the beginning each year.
* The Library has the right to supersede a previous reservation of the room by an outside group for a library program.
* Applicant is responsible for informing the library as soon as possible if they must cancel.

**Room Use**

* Events in the meeting room must be open to the general public and may not charge a fee for attendance.
* Permission to use the room for non-library functions in no way constitutes the library's endorsement of the group or its activities.
* The meeting room may not be used for religious services, sales promotion, social meetings or for the benefit of private individuals or commercial concerns engaged in marketing. Political meetings are acceptable at the discretion of the director for the discussion of issues but not for campaign purposes, party caucuses, and the like.
* The meeting room is only available when the library is open. Meetings must be finished and the room vacant by 15 minutes before closing time. Set-up and clean-up times must be during the reserved time slot. After-hours usage is limited to library functions.
* Use of the room must not disrupt library operations.
* Open flames are not permitted.
* The library is not responsible for articles left in the building.
* Light refreshments may be served.
* Smoking is not permitted anywhere on the library premises..
* Alcoholic beverages may not be consumed on the premises.

**Responsibilities**

* Groups must leave the room in the condition they find it. The group using the room is responsible for setting up and taking down the equipment, including tables and chairs. Adequate time should be reserved by the group to accomplish both of these tasks. Tables should be taken down and placed against the outside wall, and chairs ~~returned to the storage closet~~ *stacked near the stage*.
* Basic cleaning supplies, including a vacuum, are available on request.
* Groups that do not clean up after themselves may be charged a reasonable clean-up fee and/or be denied future use of the room.

Failure to adhere to ~~these guidelines~~ *this policy* may result in loss of future room usage.

**Resolution authorizing to allow board members to attend meetings virtually under extraordinary circumstances**

The board of trustees of the Ogden Farmers’ Library hereby authorizes board members to meet virtually under extraordinary circumstances as determined by the board president.

Extraordinary circumstances include such circumstances as disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.

Any board member who participates in the meeting from a location that is not public and advertised does not count towards a quorum of the board, but may vote if there is a quorum of members at a physical location open to the public and advertised.

If the meeting is being conducted with any board members attending virtually, the meeting must also allow the public to attend virtually. Members of the public who attend virtually are allowed the same public participation as any member of the public who attends the physical meeting, including but not limited to a chance to address the board.

Virtual attendance under this authorization must be video, audio-only is not allowed.

Any meeting conducted using videoconferencing must be recorded and posted or linked to the library website within 5 days of the meeting, and shall remain available for a minimum of 5 years thereafter. Such recordings will be transcribed upon request.

This authorization shall last as long as the Open Meetings Law allows for this virtual attendance, currently authorized until July 1, 2024. This authorization shall be extended automatically if the law continues to allow virtual attendance.

This policy does not impact the allowance to attend fully virtual meetings when a state disaster emergency is declared by the governor or when a local state of emergency is proclaimed by the chief executive of the county or town, if the board determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the board to hold a meeting.

As per Open Meeting Law, the board may continue to meet virtually as long as all locations where the meeting is being held are advertised and open to the public.

Authorization approved at library board meeting 5/19/2022

**Ogden Farmers’ Library**

**Unattended Child Policy**

The Ogden Farmers’ Library (OFL) welcomes and encourages families and young people (ages 18 and under) to visit the library, use its resources, and attend library programs and events.

Staff members are available to help and support our young patrons, but staff members are not able to act as disciplinarians or child care services. Parents, legal guardians, or caregivers are responsible for the safety, behavior, and supervision of children and minors at all times in the library and on library property.

**During Regular Library Hours:**

**Youth Ages 7 and Below:**

The parent/guardian/caregiver must be in the library and in sight of the child.

**Youth Ages 8 – 10:**

The parent/guardian/caregiver must be in the library.

**Youth Ages 11 – 17:**

Youth ages 11 – 17 may use the library unattended, but parents/guardians/caregivers are ultimately responsible for their safety, behavior, and actions.

Library staff will attempt to contact a parent, guardian, or caregiver in the following circumstances:

* An unattended child is engaging in behavior that is disruptive to other library users, staff, or the normal operations of library business
* An unattended child is engaging in behavior that is potential harmful to the health or safety of the child and/or others
* An unattended child is left alone at closing time

If parents, guardians, or caregivers cannot be reached, or are unresponsive, the library will work with other agencies as necessary.

**Closing Time:**

If unattended youth remain at the library at closing time, staff will attempt to contact a parent, legal guardian, or caregiver. Staff will call 911 to report an abandoned child if:

* A parent, guardian, or caregiver cannot be reached
* A parent, guardian, or caregiver does not arrive within five minutes of closing

Two staff members will wait with the child at the library until police arrive. Library staff cannot, may not, and will not offer transportation home.