

# Meeting minutes for OFL BoT Board Meeting 7/20/2023

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## **Present**

Kathleen Britton  
Alex Hinkley (pres.)  
Nick Messoloras (Treas.)  
Sharon Stevens  
Linda Tague (VP)

## **Excused**

Amy Holko  
Laura O'Donnell  
Susan Reeves (Sec.)

## **Also Present**

John Cohen (Library Director)  
Steve Toms (Town Liaison)  
Sal Alonci

## **Call to Order/Agenda Changes**

Alex called the meeting to order at 6:30PM. There were no agenda changes.

## **Action on Minutes**

There were no corrections for the May 18, 2023 minutes. Motion to accept the minutes was made by Sharon and seconded by Nick; the motion was approved unanimously.

## **Public Comments**

None

## **Executive session to consider new board member**

- Sal Alonci, prospective board member, was asked to leave the meeting; John Cohen (Library Director) and Steve Toms (Town Liaison) were invited to stay.
- Motion to enter Executive Session was made by Nick and seconded by Linda; the motion was approved unanimously. Executive Session began at 6:32PM.
- Possibility of adding Sal Alonci to the Board of Trustees was discussed.
- Motion to exit Executive Session was made by Nick and seconded by Linda; the motion was passed unanimously. Executive Session ended at 6:35PM.
- A motion to vote Sal Alonci onto the Board was made by Sharon and seconded by Nick; the motion was passed unanimously.

## **Friends Report**

- The report is in the Board packet.
- Linda and John have not yet met the new treasurer.
- John is still trying to get Friends officers to participate in Canal days and will attempt to contact again. There are still some gaps in Canal Days Coverage; Board members are invited to participate – see John if interested.

## **President's Report**

None

## **Treasurer's Report**

- Nick reported that the balance sheet currently shows \$1.4 million in total assets and that the trend chart is spot on for this time of year. The income statement is close to budget for June, with approximately \$7,000 more in revenue than budgeted. Expenses are very close to budget projections; the accounting error correction in paychecks is reflected.
- Nick highlighted a slightly higher amount than budgeted in total programs. John explained that is partially due to spending on summer programs and partially due to the new library assistant creating adult programming.
- John explained that spending on ebooks is lower than anticipated and that more had been budgeted for Hoopla than was expected.
- Warrants:
  - Panels for play wall cost approximately \$4,500; the remainder of the donation will be used for books;
  - \$15,000 cost share to Monroe Co. Library System has hit;
  - Medical insurance is always high.
- Credit card:
  - Steve went to the conference in Lake George (cost will be partially reimbursed by a grant from the State for youth services);
  - A donation was made to Aurora House in memory of the wife of a long-time patron and donor
  - Two charges for screen printing of summer reading shirts; second run was done at cost due to sizing error – the shirt vendor will not be used again
- A motion to approve the warrants was made by Sharon, and seconded by Nick. Motion was approved unanimously.

## **Director's Report**

- 2023 statistics are starting to come close to 2019's, minus program attendance;
- 2024 eclipse:
  - Library is planning programs,
  - Mike Zale is considering having a town map with labeled eclipse events be made,
  - the library will probably close for the hour of the eclipse
- Suburban News ad:

- Was able to purchase a full page ad for entire Suburban News circulation area at the same cost of an Ogden-specific insert
- Still feels that a mailer is a good idea for another year and feels that the ad is working well
- Nick suggested timing a flyer for before the eclipse next year
- Having problem with payroll company; Sharon suggested escalating to the payroll specialist's supervisor if possible.
- USA 250<sup>th</sup> celebration discussions with Town and Village historians have begun.
- Personnel: a motion was needed to hire Bridget LaDuca as the new Genealogy and Local History library assistant
  - Motion was made by Nick and seconded by Linda. Motion was approved unanimously.

## **Unfinished Business**

### **A. Audit Results**

- Same as last year, nothing out of the ordinary. Some material weaknesses, but those aren't always fixable (OFL doesn't have enough staff to remove them all);
- Nick asked if having an Assistant Director or other librarian trained for reviews would be acceptable – it's just not possible. If the library became a town department, it would be a moot point.
- A motion was made to accept audit results by Sharon and seconded by Sal. Motion was approved unanimously.

### **B. Policy Review: Code of Conduct**

- Largely the same, only two changes
- Thinks code is good and should stand up to questioning.
- A motion to accept the Code of Conduct with the two proposed changes made was made by Nick and seconded by Sharon. The motion passed unanimously.

## **New Business**

### **A. Discussion of new policies**

- John will develop credit card policy for librarians regarding credit limit and approval for purchases above a designated amount

### **B. Designation of Funds Policy**

- John will update wording to "Board of Trustees" and research redundancy of President's and Vice President's authority.
- A motion was made to approve policy with "Directors/" removal was made by Linda and seconded by Nick. The motion was passed unanimously.

### **C. Going Fine Free**

- Parma is fine free as of around March
- Going fine free would deduct approximately \$12,000 (2%) from the budget
- John has requested to speak before the Town Board about this
- Going fine free does not mean consequence free; once a book is 30 days overdue, replacement cost and charges are assessed
  - Linda wondered if previously accrued fines would still need to be paid (yes)
  - Nick wondered about DVDs, CD, and games

### **Public Comments**

- Steve Toms met with John to discuss IT structure
  - The website has no security certificate; John will take care of that
  - Email is shifting to County system
  - All point to go into policy and Disaster/Business Continuity Plans
- Reached out to Assemblyman Jenson's assistant regarding computer grant (\$20,000) – should be paid in the fall and replace all public and staff computers

### **Education**

- As of 2024, there will be a minimal number of annual training hours for Trustees (approximately 3 hours/year)
- John will look for opportunities from NYLA, RRLC, and MCLS for trustee training
- Training is self certified and should be easy to do

### **Executive Session**

- Alex made a motion requesting an Executive Session to discuss a personnel issue; Linda seconded. Motion was approved unanimously and Executive Session was entered at 7:41PM.
  - John and Steve were excused
- A motion was made to invite John to join the Executive Session by Sharon and seconded by Nick. The motion was approved unanimously. John joined Executive Session at 7:54PM.
- A motion to leave Executive Session was made by Sharon and seconded by Nick. The motion passed unanimously and Executive Session was left at 8:05PM.

### **Motion to Adjourn**

- A motion to adjourn was made by Sharon and seconded by Nick. The motion passed unanimously and the meeting was adjourned at 8:05PM.

Respectfully submitted,  
Kathleen Britton