

**DRAFT: Ogden Farmers' Library Board of Trustees Meeting
Minutes for May 18, 2017**

Present:

Scott Ferris (Pres.)
Adam Mancuso
Sara Snarr
Linda Tague (Sec.)
Joe Vaccarella (Tres.)
Shery Walker

Excused:

Amy Holko
Stacey Martin
Kim O'Connor (V.P.)

Also present:

John Cohen,
Library Director
Tom Cole,
town liaison

1. Call to Order: President Scott Ferris called the meeting to order at 6:30 p.m. There were no Agenda changes.

2. Action on Minutes

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

3. Public Comments None.

4. Correspondence Regarding the RRLC's "Love Your Library" contest: John related that Dacy Shute said that the library could push it more next year. Also—John received a complimentary email regarding Anne Strang's story times.

5. Friends Report Linda reported that the Tea held by the Friends on April 29, 2017, was very successful and they are planning to hold another next year. They do not yet have the final results on how much was raised at this event. Also, the Friends hosted the spring meeting of the Friends Council (which is made up of representatives of all of the Friends groups in the county). The next meeting of the Friends is at 7 p.m. on Monday, June 5, 2017.

6. President's Report None.

7. Treasurer's Report

John noted that the library pays all of their yearly insurance charges (liability, workers' comp, disability, etc.) in April or May.

ACTION ITEMS for John

- Will clarify the bank fees (account 8014).
- Will confirm with the bookkeeper the account info for 6003 – Copies, and 6090 – Copier-income
- Will notify bookkeeper regarding the specifics on how the microfilm donation is listed

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Warrants

John noted that it might be cheaper to rent a car for a one day trip to Albany (for library lobby day) instead of reimbursing someone for the mileage to drive there in their personal vehicle.

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

8. Director's Report

John noted that this has been an expensive year in technology. The public copier is dying and he is comparing leasing vs. buying. The remainder of the Director's Report was included in the board packet.

a. There were no Personnel changes.

9. Old Business

a. Acceptance of Annual Report

MOTION to accept the Annual Report to the state was made by Adam and seconded by Joe; the motion was carried unanimously.

b. Acceptance of Audit Results

- John stated that FreedMaxick has not yet gotten back to him correcting the error pointed out at the April meeting.
- Regarding the **Insufficient Revenue Documentation** (on page 8 of the Audit by FreedMaxick) where it comments on donations received from a not-for-profit organization: ACTION ITEM John will get together with Angela Dempsey, Treasurer for the Friends of the Ogden Farmers' Library, to decide how best to document funds given to the library by the Friends.
- ACTION ITEM John will follow up with FreedMaxick regarding their recommendation on cybersecurity (page 9 of the Audi.)

MOTION to accept the Audit results *with the caveat that the numbers will be corrected* was made by Sara and seconded by Shery; the motion was carried unanimously.

c. Policy Review: Collection Development Policy

Per our discussion, John will make changes and corrections and notify the board when this document is put on the website.

MOTION to accept the Collection Development Policy was made by Sara and seconded by Shery; the motion was carried unanimously.

d. 3D Printer Policy

MOTION to accept the 3D Printer Policy was made by Sara and seconded by Adam; the motion was carried unanimously.

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10. New Business

a. Patron-provided gifts to staff

Per our discussion, John will make changes to the policy.

MOTION to accept the No Gift Policy was made by Adam and seconded by Shery; the motion was carried unanimously.

b. Bylaws

John noted that the Trustees' Bylaws have not been revised in some time.

ACTION ITEM John will check on the date for the latest version of the Library Bill of Rights.

Send suggestions and changes on the Constitution and Bylaws to John before the July, 2017, meeting.

11. Informational Item

IMLS: Institute of Museum and Library Services

This is an independent agency of the U.S. government that advises the federal government on libraries and museums. Library funding: they provide grants to fund things other than basic library services.

12. Executive Session Was not needed.

13. Public Comments None

14. Adjournment

MOTION to adjourn was made by Shery and seconded by Sara; the motion was carried unanimously. The board adjourned at 8:11 p.m.

Submitted by Linda Tague, Secretary