

**Ogden Farmers' Library Board of Trustees Meeting  
Minutes for February 16, 2023**

**Present:**

Linda Tague (VP)  
Nick Messoloras (Treasurer)  
Susan Reeves (Secretary)  
Laura O'Donnell  
Kathleen Britton  
Amy Holko  
Sharon Stevens

**Excused:**

Alex Hinkley (Pres.)

**Also Present:**

John Cohen (Library Director)  
Michael Zale (Ogden Town Supervisor)

**1. Call to Order / Agenda Changes**

Linda called the meeting to order at 6:30pm. No additions to the agenda were required.

**2. Action on Minutes from January 2023:** TWO changes were required.

a. **Directors Report:** (John)

- The Director's and Librarians' complete reports are included in January Board packet was amended to change Librarian's to Librarians'.
- We have a TP thief was amended to change TP to toilet paper.

MOTION: to accept the Minutes with changes made by Kathleen, seconded by Nick was unanimously approved.

**3. Public Comments:** none

**4. Correspondence:** none

**5. Friends Report:** (Linda)

- a. The Friends Report to the Library Board is included in the February Board packet.
- b. The next meeting of the Friends will be on Monday, April 17, 2023, at 6:30pm.

**6. President's report:** none

**7. Treasurer's Report:** (Nick) -

a. Discussions included:

- Total assets balance \$1,080,671.
- Received donation of \$3000 is reflected in January income.
- Total expenses for January came in close to budget.
- Laura requested the grand total be included at the end of the report that details the credit card transactions to verify that the amount paid to the credit card company is the same and John agreed to make sure that was included each month. **ACTION ITEM FOR JOHN**

MOTION: to approve paying the Warrants made by Sharon, seconded by Laura was unanimously approved.

8. **Directors Report: (John)**

a. Discussions included:

- The Director's and Librarians' complete reports are included in the February Board packet.
- John reviewed the Circulation, Door count and Program Attendance numbers. The Librarians have many Programs planned for the upcoming year and they are looking forward to engaging with the community.
- A suggestion was made to research options for promoting Library Programs in the Suburban News as a way to reach more people at less expense than mailings.

b. Personnel Report: no changes to report

9. **Unfinished Business:**

a. Policy Review – Collection Development Policy amended as follows

- Under **INTELLECTUAL FREEDOM** second paragraph - Acceptability of books or other material will not be determined on the basis of the author's personal history, political affiliation, race, sex or cultural background nor on anticipated public response or personal viewpoint of the librarian.

Is amended to - Acceptability of books or other material will not be determined on the basis of the author's personal history, political affiliation, race, sex or cultural background nor on anticipated public response or personal viewpoint of the librarian, with the following exception: to ensure a diverse collection, a minimum of 10% of items purchased will be by diverse creators.

- Under **RESPONSIBILITY FOR SELECTION OF MATERIALS** second sentence – Responsibility for selection lies with the director and is delegated to his or her staff.

Is amended to - Responsibility for selection ultimately lies with the director and is delegated to his or her staff.

- Under **ITEMS AVAILABLE FROM MCLS** - 2. Ogden Farmer's Library is not responsible for the collection development decisions of other libraries within the system nor for the availability of items from other libraries within the system.

Is amended to - 2. Ogden Farmers' Library is not responsible for the collection development decisions of other libraries within the system nor for the availability of items from other libraries within the system.

- Under **SPECIAL COLLECTIONS** - While the Ogden Library strives to provide its public with high demand popular materials as part of its mission to serve the community, the library also houses some special collections. Is amended to - While the Ogden Farmers' Library strives to provide its

public with high demand popular materials as part of its mission to serve the community, the library also houses some special collections.

- Under **CHALLENGES TO THE POLICY** the sentences - The Director will investigate the complaint and provide a written response to the request within 30 days. This response may be communicated to the individual requesting the action in person, by mail, by fax, or by electronic means.

Are amended to - The Director and any appropriate librarians will investigate the complaint and provide a written response to the request within 30 days. This response may be communicated to the individual requesting the action in person, by mail, or by electronic means.

MOTION: to accept the Collection Development Policy with amendments made by Kathleen, seconded by Nick was unanimously approved.

#### 10. New Business:

- a. March meeting – the Personnel Policy review will be moved to the April meeting.
- b. Personnel Manual - the **Internet, Email, and Social Media Usage Policy** will be amended to add this language
  - Per Section 52-c of the New York Civil Rights Law, employees are advised that per OFL policy and in furtherance of its mission and legal compliance, any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any OFL electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means. While we make this notification, employees are further notified that during the ordinary course of business, routine and consistent monitoring is not conducted. However, because OFL may need to monitor such resources as part of an investigation or under special circumstances, we are notifying the workforce of this possibility, as required by law.

MOTION: to approve the addition of language to the Personnel manual subject titled **Internet, Email, and Social Media Policy** made by Nick, seconded by Laura was unanimously approved.

11. Public comments – none

12. Educational segment – John provided ALA Library Bill of Rights, The Freedom to Read and Freedom to View in the Board Packet. He reviewed the documents and highlighted a few relevant points.

13. Executive session –

MOTION: to enter executive session at 7:20pm to discuss staff compensation made by Nick, seconded by Sharon was unanimously approved.

MOTION: to leave executive session at 7:27pm made by Sharon, seconded by Nick was unanimously approved.

MOTION: to Adjourn at 7:31pm made by Nick, seconded by Susan was unanimously approved.

**Upcoming meetings:**

**The Board of Trustees Meeting will be Thursday, March 16, 2023, at 6:30pm in the library meeting room.**