

DRAFT: Ogden Farmers' Library Board of Trustees
Meeting Minutes for May 18, 2023

Present:

Kathleen Britton
Alex Hinkley (Pres.)
Laura O'Donnell
Sharon Stevens
Linda Tague (V.P.)

Excused:

Amy Holko
Nick Messoloras (Treas.)
Susan Reeves (Sec.)

Also Present:

John Cohen
-Library Director
Steve Toms
-Town Liaison

1. Call to Order / Agenda Changes

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

2. Action on Minutes

In item 8.a. from the April 20, 2023 Minutes: The word Liberian's should be Librarians'. **Motion** to accept the Minutes with this correction was made by Kathleen and seconded by Laura; the Motion was approved unanimously.

3. Public Comments None

4. Correspondence The wife of a long-time patron passed away and the library was given a donation in her memory. A thank you was sent to her husband.

5. Friends Report Linda: The report is in the board packet. The next meeting is Monday, June 12, 2023, at 6:30 in the library meeting room.

6. President's Report Alex: none

7. Treasurer's Report John reported that expenses are running as budgeted. **Motion** to accept the Warrants was made by Sharon and seconded by Laura; the Motion was approved unanimously.

8. Director's Report

Circulation is up about 2% but not the patron count. Hoopla: about 170 books in April and it is working well.

Parma Library is fine free. This is a possible item for future discussion since it will cost us patrons. Can look at the budget next time and consider going fine free for children.

Issues/questions raised by Steve Toms, Town Liaison:

1. Hoopla: John clarified that the statistics for April include Hoopla and ebooks.

DRAFT: Ogden Farmers' Library Board of Trustees
Meeting Minutes for May 18, 2023

2. IT security is managed by MCLS, not the town of Ogden. Currently get Office 365 through Tech Soup but if the library changed to the MCLS email system then MCLS would be in charge of this technology.
3. Revenue from fines if the library goes fine free: Currently receive about \$6,000 in fines from children and teens and about \$12,000 overall. The door count is down from pre-Covid levels and the library might lose patrons if charging fines.

Question and comment from Sharon:

1. Regarding the flyer about the library to go into the Suburban News: John said that Peter Owens, Communications and Technology Library Assistant, is preparing this flyer, which will include information on what the library does for the town and the summer programs.
2. Sharon also asked about a banner on the website advertising for an applicant to fill the vacant board member position. John will talk to Peter about it.

9. Unfinished Business

Policy review is on hiatus this month due to LRP review.

10. New Business

a. Long Range Plan Update

Note that green means fine; yellow is a concern; and red are items that are not being done.

1. The librarians are still having trouble getting into the schools. [page 6]
2. Laura suggested public YouTube videos on the programs offered at the library and John stated that Peter is learning the editing process.
3. The library still needs to increase feedback on programs. It was suggested that participants get a small ball that they could put into one of two jars--for yes or no--at the end of a program.
4. If the library does not get the funds for computers from Assemblyman Josh Jensen then the library will factor the costs of a four year computer replacement cycle into the budget. [page 8]
5. The job board was not used.
6. The library is working on Goal 1 in CONNECTING TO HUMANITY: "Residents will have a central source for information about their community, including programs, services, and activities in and around the Ogden area." [page 14]

The date needs to be added to page 1 of the Long Range Plan as it currently states "Month Day, 20XX".

DRAFT: Ogden Farmers' Library Board of Trustees
Meeting Minutes for May 18, 2023

11. Public Comments None

12. Educational Segment None

13. Executive Session

Steve Toms, Town Liaison, was asked to leave the meeting; John Cohen, Library Director, was asked to stay.

Motion to enter into Executive Session was made by Sharon and seconded by Laura; the Motion was approved unanimously. Executive Session began at 7:15 p.m.

The Meeting Room Policy was discussed in Executive Session. No decisions were made.

Motion to exit Executive Session was made by Kathleen and seconded by Laura; the Motion was approved unanimously. Executive Session ended at 7:27 p.m.

14. Motion to Adjourn

Motion to Adjourn was made by Sharon and seconded by Linda; the Motion was approved unanimously. The meeting adjourned at 7:27 p.m.

The next meeting of the Board of Trustees will be on Thursday, June 15, 2023, at 6:30 p.m. in the library meeting room.

Minutes submitted by Linda Tague, Vice President