

**Minutes of the Ogden Farmers' Library Board of Trustees Meeting
on July 21, 2016**

Present

Scott Ferris (V.P.)
Nancy McGuire (Pres.)
Kim O'Connor
Linda Tague (Sec.)
Joe Vaccarella (Treas.)

Excused

Amy Holko
Sara Snarr
Shery Walker

Also Present

John Cohen
Tom Cole

1. President Nancy McGuire called the meeting to order at 6:29 p.m.
2. **Action on Minutes:** MOTION to accept the minutes from May 19, 2016 was made by Joe and seconded by Kim; the motion passed unanimously.

Correction to minutes from September 17, 2015: These minutes state that Kim and Tom were asked to leave during the first Executive Session (from 6:33-6:36 p.m.) at that meeting, but that John was not. The minutes will be corrected to state that John, Kim, and Tom were all asked to leave the room for that Executive Session.

3. **Public comments:** No comments from the public. However, Joe asked why the board cannot answer questions from the public. Nancy stated that members of the public are observers at the meetings. John stated that he modeled the rules on those used by the Village of Brockport and the Town of Ogden. The board, at its discretion, can answer questions from the public.
4. **Correspondence:** The library received some thank you notes related to some programs.
5. **Friends Report:** Was included in the board packet.
6. **President's Report:** Nancy had nothing to report.

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7. **Treasurer's Report:** John suggested creating a separate account for the fees for handling the Morabito account. Joe noted that YTD the library has spent 51% of its budget, so is right on track.

ACTION ITEM FOR JOHN: John will change his procedure for the warrants. He will print them out after every billing cycle and will fill in the memo field to indicate what each of the entries is for.

MOTION to approve paying the warrants was made by Joe and seconded by Scott; the motion passed unanimously.

8. **Director's Report:** John noted that the Harry Potter Game Night, the library's first after-hours event, is scheduled for July 23, 2016.

9. **Personnel Report:** MOTION to accept the personnel changes was made by Kim and seconded by Joe; the motion passed unanimously.

10. **Old Business**

- a. Warrant procedures: Discussed under item #7.
- b. Alcohol policy: John talked with our insurer and we don't have liquor liability insurance. We can have wine tastings if the company that brings the wine has the proper insurance.
- c. Updates on Personnel handbook: Kim stated this is on hold for the summer.

11. **New Business**

- a. Bullet Aid: Got word yesterday that funds were approved by the state legislature and each senator (ours is Senator Robert G. Ortt) has to fight to get funds for their districts. (The items are "bullet points" on a list, hence, the name Bullet Aid.)
- b. M&T Account: Received a letter from M&T Bank that the regulations have changed and they need more information. The accounts were originally set up as corporate accounts

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and the library is a tax-exempt organization. M&T will have to close out the accounts and open new ones. They will need new signature cards.

Resolution: The Farmers' Library Company of the Town of Ogden is a tax-exempt organization controlled by the Board of Trustees and the Library Director.

MOTION: The motion to approve the above Resolution was made by Joe and seconded by Kim; the motion passed unanimously.

c. Preliminary budget work

- i. 0% increase from Town: Paula Parker, Director of Finance for the Town of Ogden, said to expect a 0% increase in funding from the town, but asked John to create budgets with a 0%, 1%, and 2% increase. (The library got a 2% increase last year.) The town is giving its employees 2 to 2.5% raises.
- ii. Priorities: John stated that giving library employees a 2% raise, the increase in minimum wage from \$9.00 to \$9.70, and health insurance increasing about 10% will result in a shortfall of about \$8,500. Joe stated that the Morabito Fund and transfers from surpluses elsewhere can probably handle this. John said they can also cut back on materials expenses.
- iii. Fund Raising and Grants: Dacy suggested fund raising and grants. Grant Station—software to help identify grants. John and Dacy will attend the after-hours fund raising event at the library in Brockport in November to check it out.

d. John will be on vacation from August 27 through September 11, 2016. Anne Strang will be in charge until September 9, when she goes on vacation. At that time, Kate Vreeland will be in charge until John returns.

12. **Informational Item:** Emerging Technologies—Laura is on the MCLS Emerging Technologies Committee. This deals with

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how these technologies can be integrated into libraries. For example: 3D printing. Libraries may not adopt these emerging technologies due to their relevance to the library, sustainability, and cost.

13. **Executive Session:** There was no Executive session.
14. **Public comments:** No comments from the public.
15. **Motion to Adjourn:** MOTION to Adjourn was made by Joe and seconded by Kim; the motion passed unanimously. The meeting adjourned at 7:33 p.m.

Submitted by Linda Tague, Secretary

Next meeting: Thursday, September 15, 2016 at 6:30 p.m.