

**Ogden Farmers' Library Board of Trustees Meeting  
Minutes for May 19, 2016**

**Present:**

Amy Holko  
Nancy McGuire (Pres.)  
Kim O'Connor  
Sara Snarr  
Linda Tague (Sec.)  
Joe Vaccarella (Tres.)  
Shery Walker

**Excused:**

Scott Ferris (V.P.)

**Absent:**

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**Also Present:**

John Cohen, Library Director  
Tom Cole, Town Liaison

**1. President Nancy McGuire called the meeting to order at 6:33 p.m.**

**Agenda Changes**

1. The date on the Agenda should be May 19, 2016, and not April 19, 2016.
2. Under "New Business", item 11.d.: the subject is May 28.

MOTION to accept the Agenda changes was made by Shery and seconded by Kim; the motion was carried unanimously.

**2. Action on Minutes** from January 21, 2016: MOTION to accept the minutes was made by Shery and seconded by Joe; the motion was carried unanimously. [Note: Agenda should read that these minutes are from January 2016, not January 2015.]

**3. Public Comments** None

**4. Correspondence** John reported that the library received some thank you notes for the use of the meeting room.

**5. Friends' Report** Sara coordinated the 14 middle school students who volunteered to help with the High Tea, the Friends' fund raiser that was held on April 9, 2016.

**6. President's Report** Nancy reported that Evite (electronic invitations) is now being used to remind board members of meetings.

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**7. Treasurer's Report**

**ACTION ITEM** Joe stated that he and John need to meet to balance the Fiscal Year budget.

**ACTION ITEM** John needs to look at the bank fees.

Friends contributions (account 6112): The January-to-April (2016) Actual amount is larger than usual due to John's delay in submitting bills to the Friends for reimbursement. He has changed his procedure in order to correct this.

Warrants: The Technology Expense is larger than the amount budgeted because of the purchase of eight HP laptops and a storage facility for charging them, plus a tablet for staff use. The laptops are for events, not for general patron use. Also—Linda requested that the bookkeeper put information in the Memo section to show what the charges are for. John stated that he may need to mark the bills so that the bookkeeper has this information.

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

**8. Director's Report**

John stated that the town is looking for grants to help pay for the security system and doors.

**9. Personnel Report**

Dacy Shute, the new Library Assistant, came in to meet the board. Because of Dacy's work, the number of "likes" on Facebook have increased and more people are looking at the posts on Facebook. Also, she is responsible for the newsletter and has changed the name to "The Farmers' Almanac". (John stated that he researched the name to ensure that the library was not violating any copyright laws.)

**MOTION** to accept the personnel changes was made by Sara and seconded by Kim; the motion was carried unanimously.

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**10. Old Business**

**a. Job Descriptions**

The bookkeeper, whose contract is signed every year, carries their own workman's comp and liability insurance.

MOTION to accept the Job Description for the bookkeeper was made by Sara and seconded by Shery; the motion was carried unanimously.

Kim stated that the description for the bookkeeper's position should be a consultant's description rather than a job description. The barcoder does not carry their own insurance. Kim also stated that for minimum wage positions, such as for a Page, the job description should say "minimum wage" instead of listing a specific amount.

MOTION to accept these changes to the job description was made by Kim and seconded by Sara; the motion was carried unanimously.

**Applicants for the Library Board**

John stated that he has the name of an applicant for the open board position. Nancy researched other libraries and their process for board members. She said that Scott had told her that he wanted to work on the process with her. John stated that we do advertise.

**ACTION ITEM** John will check on Facebook and Instagram to see if the application is listed there. He will also check with Dacy to see if the application is put on the website and that it is a web form.

Joe asked that the application be sent to all board members.

**11. New Business**

**a. Meet Dacy Shute** See item #9, Personnel Report

**b. Annual Report**

MOTION to accept the Annual Report was made by Shery and seconded by Sara; the motion was carried unanimously.

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### **c. Resolution on conversion of Moribito Trust**

This is needed because the fund designation changed from the original beneficiary to the library. Nancy and Amy think that the Director can talk with the managers of the Moribito Fund, but cannot move funds. John stated that the money is now disbursed automatically. The board decided that the three signatories, in order, should be: Treasurer, President, and Vice President, with the Secretary as the witness.

MOTION to accept the "Designation of Authorized Representatives" as being the Treasurer, President, and Vice President was made by Amy and seconded by Kim; the motion was carried unanimously.

### **d. May 28**

May 28, 2016, is a Saturday and Monday, May 30 is Memorial Day. John recommended that the library be closed on May 28 since the library is usually not busy on that holiday weekend.

MOTION to close the library on Saturday, May 28, 2016, was made by Linda and seconded by Amy; the motion carried unanimously.

### **e. After hours events**

Examples of after hours events are Board Game Night and the town's Bicentennial Reception. A staff member would be present and the library will inform the police about the event. This would be permitted only for library or town groups or events.

### **f. Alcohol**

Ogden Town Supervisor Gay Lenhard checked and said that there is no problem with having wine here. No action was taken by the board on this issue at this time.

**ACTION ITEM** John will check with the library's lawyer regarding liability and insurance.

### **g. Personnel Handbook**

Kim reported that three sessions were held to review the handbook and that a third of it is completed. There are a few items to discuss in Executive Session.

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### **h. Minutes published within 2 weeks**

John stated that the Minutes must be published within two weeks of a meeting, and that it can be published in draft form. [NOTE: Refer to page 29 of the 2015 Edition of the "Handbook for Library Trustees of New York State".]

### **i. Report to the Board of Trustees, December 31, 2015**

"Control Deficiency", page 7 of the report: The issue concerning QuickBooks Backup has been resolved. The data is now backed up. Joe asked if there should be another backup kept at the library. John mentioned possibly using Carbonite, an off-site backup that runs about \$60.00 per year. Other deficiencies are due to the library being small and only having one person available to handle finances. John noted that there is a second signature required for checks, the board approves warrants, and he signs off on all bills.

MOTION to accept the audit was made by Shery and seconded by Joe; the motion was carried unanimously.

### **12. Informational Item**

Fines and Fees around Monroe County: John noted that different libraries charge different fees.

### **13. Executive Session**

The board went into Executive Session at 7:59 p.m.; John was asked to attend. The board discussed personnel issues. The Executive Session ended at 8:26 p.m.

### **14. Public Comments** None

### **15. Adjournment**

MOTION to adjourn was made by Amy and seconded by Joe; the motion was carried unanimously. The board adjourned at 8:28 p.m.

Submitted by Linda Tague, Secretary.