

# Ogden Farmers' Library Board of Trustees Meeting Minutes for November 17, 2016

## **Present:**

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

## **Excused:**

Amy Holko  
Shery Walker

## **Also present:**

John Cohen, Library  
Director

**1. Call to Order:** President Nancy McGuire called the meeting to order at 6:34 p.m.

## **Agenda Changes**

Old Business: Add discussion on recruiting for board vacancies

New Business: Director evaluation tools

MOTION to accept the agenda changes was made by Joe and seconded by Scott; the motion was carried unanimously.

## **2. Action on Minutes**

Since the Minutes should record the general nature of Executive Sessions, Linda recommended that the Minutes from October 20, 2016, state that the Director's compensation package was discussed in the Executive Session at that meeting.

MOTION to accept the Minutes as amended was made by Sara and seconded by Joe; the motion was carried unanimously.

**3. Public Comments** None.

**4. Correspondence** John said he received thank you notes from several people for the use of the meeting space.

**5. Friends Report** Included in the board packet.

**6. President's Report** Nancy stated that this is her last meeting as a board member.

# Ogden Farmers' Library Board of Trustees Meeting Minutes for November 17, 2016

## 7. Treasurer's Report

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

The library spends \$45,000-55,000/month; have a reserve equivalent to three months of operating costs. John noted that not as much was spent on books this year but that more was spent on technology. John also noted that he meets with the town on the budgeting process.

MOTION to accept the Treasurer's Report was made by Sara and seconded by Kim; the motion was carried unanimously.

## 8. Special Business: Budget

The tables labeled "Budget 2016" should read "Budget 2017".

ACTION ITEM FOR JOHN and JOE John and Joe will get together with the bookkeeper to make sure that entries are being put in the correct categories.

John noted that it is hard to break information out from the statements from Ovation (payroll company), which is why it says "Total Wages (Lines 116, 118, 119, 120)".

ACTION ITEM FOR JOHN Lines 96-115 are hidden. John said he would fix this.

Kim asked which areas were reduced to accommodate the increase to the Library Assistant's salary. John stated that \$10,000 was from the town and that the book budget has decreased from 15% to 14%.

MOTION to accept the Budget was made by Sara and seconded by Scott; the motion was carried unanimously.

# Ogden Farmers' Library Board of Trustees Meeting Minutes for November 17, 2016

## 9. Annual Meeting

The year at the top of the page should be 2017, not 2016. Other changes:

II. Should read: Budget-2017 budget amount is \$561,273

III. E. Library pays 75% of medical insurance (not dental) premiums for full time positions.

III. F. Board signers: President, Vice President, Treasurer  
Staff: Director, Senior Librarian

IV. A. Have an established Policy and Procedure manual and review the manual every two years to insure correctness and relevancy.

V. Service Statements: Kim stated that they should be called Consultant Agreements.

Officers for 2017:

President: Scott Ferris

Vice President: Kim O'Connor

Treasurer: Joe Vaccarella

Secretary: Linda Tague

MOTION to accept the slate of candidates for office was made by Sara and seconded by Joe; the motion was carried unanimously.

A question was asked about the signers for the Moribito Fund. Per the Minutes from May 19, 2016: The "Designation of Authorized Representatives" are the Treasurer, President, and Vice President, with the Secretary as witness.

ACTION ITEM FOR JOHN John stated that he will present a list of policies at the January, 2017 meeting.

MOTION to approve the Annual Organizational Meeting was made by Sara and seconded by Scott; the motion was carried unanimously.

## 10. Director's Report

Personnel Report: Anne Marie Basile went on leave on September 26, 2016, and will return to work on December 20, 2016. Sara

## **Ogden Farmers' Library Board of Trustees Meeting Minutes for November 17, 2016**

Ruckdeschel went on leave on October 19, 2016, and will return on January 11, 2017. [NOTE that at the time of the meeting, there was some discussion regarding the dates for the above employees' leaves. These dates were clarified *after* the meeting.]

MOTION to approve the Personnel Report was made by Kim and seconded by Joe; the motion was carried unanimously.

### **11. Old Business**

Recruiting for board vacancies: We currently have one vacancy, and Nancy will be leaving the board at the end of the year, which will give us a second vacancy. John stated that vacancies are publicized on the monitor above the circulation desk and on the website. He suggested putting an ad in the Suburban News.

ACTION ITEMS FOR JOHN John will put an ad for applicants for the board in the Suburban News. He will also have the Library Assistant put it on social media. In addition, he will have vacant positions included in the list of members on the website.

### **12. New Business**

a. Library Assistant: MOTION to make the Library Assistant a full time position at 35 hours/week was made by Scott and seconded by Joe; the motion was carried unanimously.

John stated that he works 37.5 hours/week and that the librarians work 35 hours/week, with the exception of Anne Strang, who asked to have her hours reduced for personal reasons.

b. Librarians no longer exempt from overtime: Federal guidelines for overtime are changing, so John instructed the librarians to keep strict track of time. John noted that he is exempt from overtime compensation.

## **Ogden Farmers' Library Board of Trustees Meeting Minutes for November 17, 2016**

c. Coverage for library staff lunch: This is for the Christmas lunch on Tuesday, December 13 at noon. Sara indicated that she can help; Scott may be able to; John will ask Shery if she can help.

d. Meeting Room policy: MOTION to accept the Meeting Room Use policy was made by Sara and seconded by Kim; the motion was carried unanimously.

e. Director Evaluation: Kim revised the evaluation form for the Director's Annual Performance Review. Each section will be completed by two Trustees: Administration/Human Resource Management by Kim and Shery; Customer Service & Community Relations by Sara and Linda; Financial Management/Legal Compliance/Fundraising by Joe and Amy; and Organizational Growth by Scott and Nancy. All Trustees will also complete the section on Board of Trustee Relationship. John will complete a self-evaluation, which Kim will email to all Trustees. Kim defined "Excellent" to mean there is no improvement possible because the person is as good as possible. After a short discussion, the board decided that the Director's evaluation will start right after the November meeting and will be completed by the first week in January.

### **13. Informational Item**

John did not present this due to a lack of time.

**14. Executive Session** Was not needed.

**15. Public Comments** None

### **16. Adjournment**

MOTION to adjourn was made by Sara and seconded by Kim; the motion was carried unanimously. The board adjourned at 8:53 p.m.

Submitted by Linda Tague, Secretary