

# Ogden Farmers' Library Board of Trustees

## Meeting Minutes for May 19, 2022

### Present:

Alex Hinkley (Pres)  
Linda Tague (VP)  
Nick Messoloras (Treas.)  
Kathleen Britton  
Jimmie Sue Deppe  
Sharon Stevens

### Excused:

Laura O'Donnell (Sec.)  
Amy Holko  
Joe Vaccarella

### Also Present:

John Cohen-Library  
Director  
Steven Toms-Town Liaison

**1. Call to Order/Agenda Changes:** Alex called the meeting to order at 6:30p.m.

MOTION to vote on future motions by consensus rather than roll call during this meeting was made by Nick and seconded by Kathleen; the motion was carried unanimously.

**2. Minutes from April 2022:** Approved with the following changes:

Motion to vote on future motions by consensus rather than "roll" call during this meeting.

In **Directors** report:

Item 1, the web pages have been redesigned to "use new" graphics.

Item 3, the dollar amount received "to the system is less than expected to the system".

In **Personnel** report the correct spelling is Brad "Bachelor"

In **Treasurers** report item 7 should say "fines" rather than dues.

MOTION to accept the Minutes with changes made by Linda and seconded by Nick; the motion was carried unanimously.

**3. Public Comments:** None; Steve Toms, our new liaison with the Town of Ogden joined us for his first meeting and introduced himself.

**4. Correspondence:** Only a Google review that John Cohen investigated and resolved.

**5. Friends Report:** Report is included in the board packet. John stated that he met with the Friends sometime after their meeting and informed them that the idea to deliver books to people unable to come to the Library was not approved by our insurance carrier due to liability for drivers etc. MCLS can provide this service when necessary

**6. President's Report:** Alex; None

**7. Treasurer's Report:** Nick

a. Discussions included:

- Total asset amounts are nearly \$1.5 million.
- 60K less than March in total assets.

- Assets slightly higher than this time last year
- Trajectory similar to slightly higher year over year.
- Income statement close to budget.
- Budget versus Actual was close to budget.
- Total expenses were 8K higher than budget due to system services moved to a different budget line in 2022. John is working to correct if possible.
- Very close to budget in personnel expenses.

**Credit card and Warrants review:**

- 3/17/22 Overdrive expense for specific e-books. A large order was placed before Caitlin Crilly, previous Teen Services Librarian, left.

MOTION to approve paying the Warrants was made by Jimmie Sue and seconded by Linda; the motion was carried unanimously.

**8. Director's Report: John**

- Due to staff illness library statistics were not updated in time for this meeting.
- Through Assemblyman Josh Jensen, the library will receive \$25,000 in direct library aid to replace the library computers. Some of these computers are over 8 years old. Funding was voted on in April with funding expected late summer or September. There are currently 20 computers in the library.
- June's BOT meeting will be in person.
- John met with Mike Zale, Town Supervisor along with the town finance director. We discussed some very preliminary thoughts regarding a new library. Funding for it would be more from grants and donations. There is a growing need for a new Sr. Center which precipitated this conversation. Again very preliminary and years down the road. Also some discussion as to if we would become a Municipal Library instead of Association which would mean elected BOT members.
- Update on Kiwanis silent auction. Bids are coming in. There were a lot of gift cards which have not generated bidding excitement. John will talk with them when this is complete about perhaps trying for more solid items for bidding. Looks better in the showcase as well. Board members are allowed to bid.
- The library will have a tent/table at Canal Days and BOT members can volunteer. The Friends will coordinate their volunteers but the library coordinates the overall staffing of the booth.
- Linda asked what Abuse Prevention Training was. While it is not mandatory, John will participate in training. It is helpful to be aware of the warning signs of abuse.

**9. Personnel Report: None**

**10. Unfinished Business:**

- Meeting Room Policy has minor updates/changes per John. He will add that "exceptions to this policy may be granted at the discretion of the Library Director."

MOTION to accept policy as changed made by Nick and seconded by Linda; the motion was carried unanimously.

## 11. New Business:

### Long Range Plan of Service:

1. This plan was passed in October of 2021. We agreed to review every 6 months.
2. John believes that we are hitting many metrics.
3. We are still post Covid, however, so there are still programs that will improve like Toddler interactions, and summer reading should be good. Teen programs will rebound, we have improved technology literacy. Digital tech training will start in June.
4. Some things are not really measurable.

**ACTION ITEM FOR JOHN** suggested by Nick: Create a Long Range Plan dashboard which is color coded so that we may better review progress.

**Resolution to meet virtually.** Document reviewed, we need this for the State.

MOTION to pass Resolution was made by Jimmie Sue and seconded by Nick; the motion was carried unanimously.

### Unattended Child Policy

An official policy is necessary and will codify what is already being done.

MOTION to approve this policy was made by Linda and seconded by Nick; the motion was carried unanimously.

**11. Public Comments:** None

**12. Educational segment:** Library Types

Association, Municipal, School District and Special Districts.

**Executive Session:** None

**13. Motion to Adjourn:** MOTION to adjourn was made by Nick and seconded by Jimmie Sue; the motion was carried unanimously. The board adjourned at 7:39 p.m.

The next regular BOT meeting will be held in person on June 16 in Library Board Room.

Respectfully submitted by Sharon Stevens substituting for Laura O'Donnell (Sec)