

Ogden Farmers' Library Board of Trustees Meeting Minutes for July 20, 2017

Present:

Adam Mancuso
Scott Ferris (Pres.)
Amy Holko
Stacey Martin
Kim O'Connor (V.P.)
Sara Snarr
Linda Tague (Sec.)
Joe Vaccarella (Treas.)

Excused:

Shery Walker

Also present:

John Cohen,
Library Director
Tom Cole,
Town Liaison

1. Call to Order: President Scott Ferris called the meeting to order at 6:30 p.m.

Agenda Changes: The 3D Printer Demo is moved to the end of the meeting or another time, depending on whether we have time for it.

2. Minutes from May 18, 2017:

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

3. 3D Printer Demo: See note under Agenda changes, item #1.

4. Public Comments: None

5. Correspondence: None

6. Friends Report: Included in Board packet.

7. President's Report: None.

8. Treasurer's Report: The amount \$1,143 under *1200 Accounts Receivable* may be an incorrect entry from the previous bookkeeper.

ACTION ITEM FOR JOHN John will check on this.

Warrants: The heading for the Warrants should read 2017, not 2016. Each of the Vanguard entries is for one pay period.

ACTION ITEM FOR JOHN John will give breakdowns on the M&T Bank Credit card payments. MOTION to approve paying the warrants was made by Joe and seconded by Sara; the motion was carried unanimously.

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9. Director's Report: Included in Board packet. Also—John stated that he will put up more signage for the 3D printer. Paid family leave: we have to pay it since we are not a public entity.

Comment from Sara: She said that, as a parent, she loves what Laura is doing with the teens. And what Dacy is doing with the volunteer program is wonderful and very welcoming. Kudos to both of them.

10. Old Business

a. By-laws: Term of office: The state says that when a board member leaves before the end of their term that a replacement fills the remainder of that term.

A suggestion was made to change from five year to three year terms. Adjustments will need to be made in the current terms to accomplish this.

b. 3D printer policy: The chargers for this are changed to 25¢ per gram plus a \$1.00 flat fee. MOTION to approve this change was made by Sara and seconded by Stacey; the motion was carried unanimously.

11. New Business

a. Document of Understanding with MCLS MOTION to accept this was made by Amy and seconded by Kim; the motion was carried unanimously.

b. Probationary Period: MOTION to change the probationary period in the Personnel Handbook from 180 days to six months was made by Amy and seconded by Adam; the motion was carried unanimously.

c. Professional Development days: Remove the line "Each year a specified amount of money will be allocated in the OFL's budget for professional development and associated travel expenses."

d. Medical Insurance for part time staff (at their cost): MOTION to approve offering medical insurance to part time employees at their cost was made by Amy and seconded by Kim; the motion was carried unanimously.

First paragraph under **Medical Insurance:** Change it to: Medical and dental insurances are available to full-time employees (those regularly working 35 hours per week, 12 months each year). The medical benefit cost will be proportionally shared between the employee and the OFL as determined annually by the Board of Trustees.

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e. Preliminary discussion of the 2018 budget: John will be meeting with the town next month. The town's financial advisor said to ask for a 2% increase. John noted that pay for the pages would increase next year due to the change in the minimum wage. Because of this, the clerks' wages will have to be increased. John and Joe will meet in August and present a preliminary budget at the September meeting.

12. Informational Item: Free speech, hate groups, and libraries John related an incident at a library in Toronto where a Neo-Nazi group wanted to hold an event at the library.

ACTION ITEM FOR JOHN He will check the hate speech clause in the library policy.

13. Executive Session: None

14. Public Comments: None

15. Motion to Adjourn: MOTION to adjourn was made by Amy and seconded by Adam; the motion was carried unanimously. The board adjourned at 8:25 p.m.

Submitted by Linda Tague, Secretary.

Next meeting: Thursday, September 21, 2017 at 6:30 p.m.