

**Ogden Farmers' Library Board of Trustees Meeting  
Minutes for September 17, 2015**

**Present:**

Scott Ferris (V.P.)  
Nancy McGuire (Pres.)  
Linda Tague (Sec.)  
Joe Vaccarella (Tres.)  
Shery Walker

**Excused:**

Amy Holko  
Leslie Kofron  
Sara Snarr

**Absent:**

**Also Present:**

John Cohen, Library Director  
Tom Cole, Town Liaison  
Kim O'Connor, candidate for vacant board position

**Agenda Changes**

Move the "Vacancy on board" up from Old Business to the Executive Session at the beginning of the meeting.

**1. President Nancy McGuire called the meeting to order at 6:31 p.m.**

**2. Executive Session**

The board went into Executive Session at 6:33 p.m. John, Kim, and Tom were asked to leave. The Executive Session ended at 6:36 p.m.

**Board Vacancy**

MOTION to nominate Kim O'Connor to the board of trustees was made by Linda and seconded by Joe; the motion was carried unanimously.

**3. Action on Minutes** of July 16, 2015

MOTION to accept the minutes was made by Shery and seconded by Scott; the motion was carried unanimously.

**4. Public Comment** None

**5. Correspondence** There was a "thank you" to the library from the local food bank.

**6. Friends' Report** Included in the board packet.

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**7. President's Report** None

**8. Treasurer's Report**

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

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

Linda requested that the memo column specify what the charges are for.

**9. Director's Report**

In addition to the report that was included in the board packet, John clarified for us the library positions and their duties.

John also noted that the funding for the handicapped doors is still working its way through the system.

No action was required on the Personnel Report.

**10. Old Business**

**Social Media Policy** Nancy suggested that the Public Terms of Use be separated from the rest of the policy. It was also suggested that the word "you" be changed to "employee" or "staff member". Kim said that policies must be direct and not ambiguous, and suggested changing "may" to "will" regarding disciplinary action (under "Library Standards of Conduct").

**ACTION ITEM FOR JOHN** He will make changes to the Social Media Policy and bring it to the next meeting.

**Key Policy**

Under #7, change 2 months to 2 weeks.

**ACTION ITEM FOR JOHN** He will look into keypad locks and will talk with the town supervisor about this.

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### **11. New Business**

#### **Personnel Policy Update**

Add "any property of the library will be returned at termination". Severance pay is technically an illegal use of public funds, per Jerry Nichols, an authority on library law in New York and author of the "Handbook for Library Trustees of New York State".

**Long Range Plan Review** John will invite the people who participated in the plan to the review meeting on October 15, 2015.

**ACTION ITEM FOR JOHN** Invite participants in last year's long range planning meetings to the review on October 15.

**Christmas weekend** John asked about closing the library on Saturday, December 26, 2015. Linda made the motion to approve closing the library that day and Shery seconded it; the motion passed unanimously.

**Personnel Policy: Director's Absence** This item was tabled and John will confer with Kim on this.

**Staff Development Day** John normally holds a staff development program on Columbus Day when the library is closed. He has been unable to find anyone willing to come in and speak to the staff that day. Kim suggested he hold a session on the library's policies.

#### **First draft of budget**

John reported the library is getting a 2% increase from the town. He also stated that he is getting requests for technical training. In addition, the library needs to replace computers on an on-going basis. The town will vote on the budget in October.

### **12. Informational Item**

The library has a form to fill out if someone wants a book or other item removed from circulation.

### **13. Executive Session**

The board went into Executive Session at 8:12 p.m.; John was asked to attend. The Executive Session ended at 8:31 p.m.

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**14. Public Comments** None

**15. Adjournment**

MOTION to adjourn was made by Shery and seconded by Joe; the motion was carried unanimously. The board adjourned at 8:32 p.m.

Respectfully submitted by Linda Tague, Secretary.