

DRAFT: Ogden Farmers' Library Board of Trustees Meeting

Minutes for September 17, 2020

Present

Alex Hinckley, President
Amy Holko
Nick Messoloras, Treasurer
Laura O'Donnell
Linda Tague
Shery Walker, Vice president

Absent

Joe Rivers, Secretary
Joe Vaccarella

Also Present

John Cohen, Library
Director
Tom Cole, Town Liaison

1. Call to Order: The meeting was called to order at 6:29 p.m. by President Alex Hinckley. There were no Agenda Changes.

Secretary Joe Rivers was unable to attend the meeting; Linda volunteered to take the minutes.

2. Action on Minutes: There were no changes to the minutes from the meeting on August 20, 2020.

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

Future motions: Alex requested a motion that the board vote by consensus rather than roll call for future votes during this meeting.

MOTION to vote on future motions by consensus was made by Shery and seconded by Nick; the motion was carried unanimously.

3. Public Comments: None

4. Correspondence: None

5. Friends Report: The Friends asked about the possibility of holding a book sale at the library in the spring. The board feels that will not be possible because we expect that the restrictions and quarantine period currently in place will most likely be extended through next spring. Laura stated that the book sale at the Chili Public Library will be held in a tent. The Friends also asked for suggestions on how the Friends could be of service to the library. The board did not have any suggestions for the Friends at this time.

6. President's Report: Alex welcomed Laura to the board.

7. Treasurer's Report: Treasurer Nick Messoloras said that income is running close to the budgeted amount. Personnel expenses are running favorably because no substitute time was used. John stated that he expected expenses for Printed Material and DVDs to increase since not as many of these items were ordered the past few months when the library was closed due to Covid-19 or operating on

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reduced hours. It was noted that the Balance Sheet is missing the entries for May 2020.

MOTION to accept the Warrants was made by Shery and seconded by Amy; there were no dissents and the motion was carried unanimously.

8. Director's Report: The library has increased the quarantine period for returned items from three days to four. John stated that this change was recommended by the CDC but not required. John and Patrick Montanaro (Communications and Technology Specialist) wrote out a script for the staff for dealing with patrons who are in the library without a face mask. Mascot competition: the Mascot will be the library's "spokesperson" for a year. The library will solicit submissions from patrons and the staff will vote on the winner. Alex suggested that the staff pick finalists from the submissions and have patrons vote on them.

a. Personnel: The library had 14 open clerk hours and wanted more substitutes, so one clerk position was split in two.

MOTION to accept the Personnel changes was made by Shery and seconded by Nick; there were no dissents and the motion was carried unanimously.

9. Old Business: John reported that he will have the new budget proposal next month and that he submitted the budget to the town financial director who didn't find anything objectionable in it.

10. New Business

a. Free or reduced cost printing for middle and high school students: A staff member heard a comment from the parent of a student about printing materials needed for school. The library is considering this issue and it would probably just be for the duration of the Covid-19 restrictions. Current printing costs for patrons are 20¢ per page for black and white and \$1.00 for color. Laura suggested a pilot program and Amy suggested putting a note on the website telling patrons to contact the library if they need help with this issue.

b. New York PTO statutes: The library is now required to offer Paid Time Off to all staff, no matter how many hours they work. John stated that the library's current PTO is slightly more generous than New York's formula. He also noted that the library has to allow a carry-over of 40 hours.

MOTION to accept the new PTO policy was made by Linda and seconded by Amy; there were no dissents and the motion was carried unanimously.

11. Public Comments: None

12. Executive Session: None

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13. Motion to Adjourn: MOTION to adjourn was made by Amy and seconded by Nick; there were no dissents and the motion was carried unanimously. The meeting was adjourned at 7:14 p.m.

Submitted by Linda Tague, board member

Next meeting: Thursday, October 15, 2020 at 6:30 p.m. in the library meeting room or via Zoom.