

Ogden Farmers' Library Board of Trustees Meeting Minutes for January 21, 2016

Present:

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

Excused:

Leslie Kofron
Kim O'connor

Absent:

(none)

Also Present:

John Cohen, Library Director

NOTE: The date for the Agenda should read January 21, 2016 (rather than January 21, 2015), and the date of the next meeting should read Thursday, March 17, 2016 (rather than January 17, 2016).

1. Call to Order Vice President Scott Ferris called the meeting to order at 6:31 p.m. (President Nancy McGuire asked Scott to conduct tonight's meeting.)

Agenda Changes

Under New Business: add "Vote on Leslie Kofron's resignation from the board".

2. Action on Minutes November 2015: MOTION to accept the minutes was made by Shery and seconded by Joe; the motion was carried unanimously.

3. Public Comments None

4. Correspondence John was asked to speak about the library to the students at a private school in the area. He reported that he received a thank you note from this school.

5. Friends' Report The next meeting is Monday, January 25, 2016.

6. President's Report Nancy reported that she will be away for two months but will be available via phone or email.

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On Nancy's behalf, Linda suggested that the board members visit the library and introduce themselves to the staff members so that they can get to know the members of the board.

7. Treasurer's Report

Scott commented that Accounts Receivable is the same for every month. John will investigate this. He will also investigate the bank fees. John noted that they had been using the wrong percentage for Workers Comp, but that has been corrected.

Summary (FY14 Actual/FY15 Actual/FY16 Budget): the change in state aid is due to now classifying the amounts properly. Joe and John will verify what went into "Other Income".

John stated that the library will be given 3.5% of the market value of the Moribito Fund every year.

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

8. Director's Report

No personnel report.

John stated that both of our representatives in Albany are library supporters.

Library Assistant position: Of those who applied for the position, five candidates were selected for interviews; four of those have been interviewed and three are good candidates; the fifth person will be interviewed next week.

9. Old Business

a. **Filtering on the wireless network:** CIPA doesn't apply to a wireless connection because patrons access it on their personal devices and it is not part of the service officially provided by the library. John talked to Time Warner and was told that they can't offer filtering on free connectivity.

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b. Keyless entry: John talked with the Ogden Police Chief and with Facilities. A keyless system is very expensive because of the wiring that needs to be put in place. The Police Chief is looking into it since those systems provide more security for government buildings (time stamps, no keys, etc.)

c. Job descriptions: Job descriptions for the Barcoder (Contracted Assignment), Part-Time Cleaner, Library Clerk, Library Director, Librarian, and Page were presented. John will revise the job description for a Page (in particular, "High school diploma or equivalent" under "Qualifications"), and will prepare a job description for the Bookkeeper (Contracted Assignment) and present these at the next meeting.

MOTION to accept the job descriptions for the Barcoder (Contracted Assignment), Part-Time Cleaner, Library Clerk, Library Director, and Librarian was made by Sara and seconded by Shery; the motion was carried unanimously.

10. New Business

Resignation of board member Leslie Kofron:

MOTION to accept the resignation of board member Leslie Kofron was made by Shery and seconded by Scott; the motion was carried unanimously.

a. Town contract approval and signature

The Town of Ogden gives us funds in exchange for the library services we provide to the town.

MOTION to accept the contract was made by Shery and seconded by Sara; the motion was carried unanimously.

The contract for this agreement was then signed by the president and the secretary of the board.

b. Update on hiring process This was given in the Director's Report.

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11. Informational Item

NYLA: Their 2018 Conference will be held in Rochester. John said he would bring information on the Library Trustees Association (LTA) next time.

12. Executive Session

At 7:43 p.m., Amy made a motion to go into Executive Session and Joe seconded; the motion passed unanimously. John was asked to attend. The Executive Session involved a discussion of personnel issues. At 8:16 p.m., Amy made a motion to exit Executive Session and Sara seconded; the motion passed unanimously.

Scott made a motion to give John the authority to use up to \$1,000.00 from the Moribito Fund for employee recognition and Shery seconded; the motion passed unanimously.

13. Public Comments None

14. Adjournment

MOTION to adjourn was made by Nancy and seconded by Shery; the motion was carried unanimously. The board adjourned at 8:18 p.m.

Submitted by Linda Tague, Secretary.