

**DRAFT: Ogden Farmers' Library Board of Trustees Meeting via Zoom**

**Minutes for November 18, 2021**

**Present**

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

**Excused**

Amy Holko  
Laura O'Donnell (Sec.)

**Also present**

John Cohen, Director  
Tom Cole, Ogden Town Board

- 1. Call to Order/Agenda Changes:** Alex called the meeting to order at 6:32 p.m. The meeting was held via Zoom and was recorded.

Alex asked for a volunteer to record the Minutes in the Secretary's absence. Linda volunteered to do this. There were no changes to the Agenda.

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

- 2. Minutes from October 14, 2021:** Approved with two changes: the addition of Sharon Stevens to the list of those Also Present and the corrected spelling of John Cohen's last name.

MOTION to accept the Minutes as written with the two corrections noted above was made by Joe and seconded by Nick; the motion was carried unanimously.

- 3. Public Comments:** Tom Cole stated that he has been a town board member since 1995 and in all the time that he has been the town's liaison to the library he has never had to take a concern about the library back to the town. His term is ending and this is his last meeting with the board.
- 4. Correspondence:** None
- 5. Friends Report:** Linda: The report is in the board packet. John stated that the Friends held a debriefing about the book sale on Monday, November 15, 2021, and had some good suggestions for next year. The Friends made \$1,332.14 from the sale.
- 6. President's Report:** Alex: nothing to report.

- 7. Treasurer's Report:** Nick: Assets through October were about \$1,200,000--about \$40K less than for September. Total income is very close to budget, about \$3K difference. Nothing significant from last month. Total expense: variance of about \$60K underspent, similar to prior months, mostly due to personnel expenses.

In response to a question about the \$11,044.13 for 15 tables and 70 chairs, John reminded the board that those items were paid for entirely by a donation.

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

**8. Annual Meeting:**

MOTION to enter into the Annual Meeting was made by Jimmie Sue and seconded by Nick; the motion was carried unanimously. Alex noted that the board entered the Annual Meeting at 6:45 p.m.

John noted the following corrections to the Annual Organizational Meeting document.

A. II: it should state Budget- 2022 budget amount.

B. III: Financial, F. Authorized signers for payment vouchers: It should read (Board President, Vice President, and Treasurer).

C. Important Dates- A. Library Closing Dates

a. Add Monday, June 20: Juneteenth (observed). [The holiday is celebrated on June 19, which is a Sunday in 2022. Therefore, it will be observed by the library on June 20.]

b. Remove (observed) after Independence Day.

Officers for 2022:

President: Alex Hinkley

Vice President: Linda Tague

Treasurer: Nick Messoloras

Secretary: Laura O'Donnell

MOTION to accept the slate of officers as presented was made by Jimmie Sue and seconded by Joe; the motion was carried unanimously.

MOTION to accept the document stipulating the details of the Ogden Farmers' Library Annual Organizational Meeting was made by Jimmie Sue and seconded by Kathleen; the motion was carried unanimously.

MOTION to leave the Annual Meeting was made by Nick and seconded by Joe; the motion was carried unanimously. Alex noted that the board exited the Annual Meeting at 6:52 p.m.

- 9. Director's Report:** John discussed the statistical graphs. The troughs in the graphs are due to the library being closed because of Covid. The spike in Program Attendance in 2019 is due to school visits by the librarians. He stated that numbers are down in all county libraries except for Chili- which has a new building, and Greece- which has a new children's section. John noted that the library will be sending a letter to all households in Ogden to promote the library and tell citizens about all the library has to offer.

Jimmie Sue asked if the circulation numbers are just for hard copies or included e-books. John said he would look into that.

**ACTION ITEM FOR JOHN:** Look into e-book statistics for the last three years.

John got a reduction in the cost of Ancestry.com from \$2,700 to \$1,600.

John is reaching out to the town and other libraries in order to find another auditor for the library since FreedMaxick is no longer able to handle our account.

#### **10. Unfinished Business**

- a. Budget 2022: The amount was approved at the meeting on October 14, 2021, but a vote to adopt it was not made.

MOTION to adopt the Budget for 2022 was made by Jimmie Sue and seconded by Nick; the motion was carried unanimously.

- b. LRP Discussion: The board has been reviewing the Long Range Plan annually (in October), but Nick suggested that it be done at least semiannually. John stated it will be reviewed in April and October.

MOTION to approve the Long Range Plan (PLAN OF SERVICE 2022-2026) was made by Jimmie Sue and seconded by Sharon; the motion was carried unanimously.

#### **11. New Business**

- a. Christmas lunch: currently scheduled for Thursday, December 9, 2021 from 12:00-2:00 p.m. For many years, the Friends of the Library have been paying for this. John stated that the staff is not comfortable going out at this time due to Covid, so he may ask the Friends to purchase gift cards for the staff instead. It was also suggested that the staff could order in. John will make a decision on this later.
- b. Bereavement Leave: John proposed adding brother-in-law and sister-in-law to the extended family portion of the Bereavement Leave policy.

MOTION to accept the addition to the Bereavement Leave policy was made by Joe and seconded by Kathleen; the motion was carried unanimously.

c. Privacy/Security Policy: This item was tabled.

**12. Public Comments:** None

**13. Educational Segment:** None

**14. Executive Session:** Director's Performance Appraisal

The recording was stopped and John was asked to leave the meeting.

MOTION to enter into Executive Session was made by Nick and seconded by Joe; the motion was carried unanimously. Alex noted that the board went into Executive Session at 7:18 p.m.

MOTION to exit the Executive Session was made by Nick and seconded by Joe; the motion was carried unanimously. Alex noted that the board exited Executive Session at 7:32 p.m.

Recording resumed and John was asked to join the meeting.

Alex informed John that the board agreed to raise his salary for 2022 by 5%. Linda is currently working on compiling the evaluations submitted by the board members. When that document is complete, Alex will set up a meeting (via Zoom) with John and Linda in order to review the Performance Appraisal with John. It was noted that the amount of the raise will be stated on the Annual Performance Review document.

**15. Motion to Adjourn**

MOTION to adjourn the meeting was made by Joe and seconded by Jimmie Sue; the motion was carried unanimously. The meeting adjourned at 7:36 p.m.

Respectfully submitted by Linda Tague.