

# **DRAFT: Ogden Farmers' Library Board of Trustees Meeting Minutes for November 30, 2017**

## **Present:**

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

## **Excused:**

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## **Also present:**

John Cohen  
Library Director  
Tom Cole  
Town Liaison

**1. Call to Order:** President Scott Ferris called the meeting to order at 6:31 p.m. There were no changes to the Agenda.

## **2. Minutes from October 19, 2017:**

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

**3. Public Comments:** None

**4. Correspondence:** None

**5. Friends Report:** Included in board packet.

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

**7. Treasurer's Report:** The Morabito Fund has increased because of the stock market. Joe noted that we can uncover columns in the spreadsheet to see previous years' information. John noted that the presenters' costs (for programs) have increased, so they have increased the budgeted amount for that line item for 2018. The numerous Vanguard entries in the Warrants are to correct what wasn't done in the past because of misunderstanding the process. John checked with M&T Bank about the credit card points and learned that they can be applied towards gift cards of \$25.00 each.

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

## **8. Special Business: Budget**

A General Fund transfer from the reserve funds was made because of the increase in the minimum wage for 2018. Employees pay about ¼ of their health insurance costs. To account for this, will decrease the salary line and

# **DRAFT: Ogden Farmers' Library Board of Trustees Meeting Minutes for November 30, 2017**

increase the health insurance line. If this is done, the amended budget amount will be \$588,092 (instead of \$599,001). Line item 6196, General Fund Transfer, will change from \$30,908 to \$20,000; and line item 8210, Professional Wages, will change from \$193,913 to \$183,005.

John stated that he budgeted \$60,000 for the Director's salary, so we don't need to adjust the budget unless the Director's salary is more than that amount.

MOTION to approve the Budget as amended was made by Amy and seconded by Adam; the motion was carried unanimously.

**Executive Session:** Scott called for an Executive Session at 7:06 p.m. John and Tom were asked to leave. The Board discussed the Director's annual evaluation and his compensation for 2018. In addition, Scott thanked Kim for pulling the evaluation together. The Executive Session ended at 7:41 p.m. and John and Tom was asked to rejoin the meeting.

## **9. Annual Meeting**

MOTION to move into the Annual Meeting was made by Adam and seconded by Stacey; the motion was carried unanimously.

The officers for 2018 are:

President:	Joe Vaccarella
Vice President:	Stacey Martin
Secretary:	Alex Hinkley
Treasurer:	Adam Mancuso

Board signers: President Joe Vaccarella, Vice President Stacey Martin, and Treasurer Adam Mancuso. Stacey and Adam will need to go to the bank to sign the signature cards. John will remove Scott and Kim from the signature list at the bank.

Corrections to list of Library Closing Dates for 2018:

Monday, September **3**: Labor Day  
Monday, October **8**: Columbus Day  
Monday, December **31**: New Year's Eve

Regarding the issue of closing on the Saturday of Memorial Day weekend, the day after Good Friday, and the Saturday after Thanksgiving: We will consider this next year based on the door counts for those Saturdays.

## **DRAFT: Ogden Farmers' Library Board of Trustees Meeting Minutes for November 30, 2017**

Board meetings: The Director proposed increasing the yearly meetings from eight to 10 per year (meeting every month except July and December). MOTION to meet 10 times per year was made by Linda and seconded by Stacey. The vote was eight in favor with one abstention. The motion passed.

The dates for meetings in 2018 are:

January 18	June 21
February 15	August 16
March 15	September 20
April 19	October 18
May 17	November 15

MOTION to approve the slate of officers for 2018 was made by Shery and seconded by Kim; the motion was carried unanimously.

MOTION to move back to the regular meeting was made by Joe and seconded by Stacey; the motion was carried unanimously.

**10. Director's Report:** Included in Board packet.

**a. Personnel Report:** None

### **11. Old Business**

#### **a. Policy Review: Freedom of Information Policy**

MOTION to reaffirm the FOI policy (with the addition of a period at the end of statement #6) was made by Amy and seconded by Joe; the motion was carried unanimously.

#### **b. Alcohol and Drugs in code of conduct:**

MOTION to add the line "Using, distributing or being under the influence of illegal drugs or alcohol." to the Code of Conduct was made by Amy and seconded by Kim; the motion was carried unanimously.

**c. Credit Card point usage:** This was discussed during the Treasurer's Report (item #7).

**d. Reminder—Staff Luncheon:** The staff luncheon is on Thursday, December 14. Stacey, Kim, and Linda have volunteered to work the circulation desk while the staff is attending the annual holiday luncheon. If anyone else is able to help out, notify John.

**12. New Business** None

**13. Informational Item:** Net neutrality and libraries.

**DRAFT: Ogden Farmers' Library Board of Trustees Meeting  
Minutes for November 30, 2017**

**12. Executive Session:** None.

**13. Public Comments:** None

**14. Motion to Adjourn:** MOTION to adjourn was made by Amy and seconded by Shery; the motion was carried unanimously. The board adjourned at 8:28 p.m.

Submitted by Linda Tague, Secretary.

**Next meeting: Thursday, January 18, 2018 at 6:30 p.m.**