

Ogden Farmers' Library Board of Trustees Meeting  
Minutes for October 19, 2017

**Present:**

Scott Ferris (Pres.)  
Adam Mancuso  
Kim O'Connor (V.P.)  
Linda Tague (Sec.)  
Joe Vaccarella (Treas.)  
Shery Walker

**Excused:**

Amy Holko  
Stacey Martin

**Also present:**

John Cohen,  
Library Director

**1. Call to Order:** President Scott Ferris called the meeting to order at 6:30 p.m.

**2. Minutes from September 19, 2017:** MOTION to accept the Minutes was made by Shery and seconded by Joe; the motion was carried unanimously.

**3. Public Comments:** None

**4. Correspondence:** None

**5. Friends Report:** No report from the liaison. However, John reported that he had a meeting with the president of the Friends and that requested expectations between the Friends and the library will now be in writing. The Friends' president is agreeable to this.

**6. President's Report:** None.

**7. Treasurer's Report:** Joe stated that we may need to increase the budgeted amount for Bene-Care (health insurance) and programming for 2018.

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

**8. Director's Report:** Included in board packet. John noted that CARLx is being upgraded this weekend, so the card catalog will not be available. Also—the revised Personnel Policies and Procedures Handbook will be rolled out to the staff on November 6, the staff development day.

**a. Personnel Report:** MOTION to approve the Personnel Report concerning the hiring of Allison North as a page was made by Joe and seconded by Kim; the motion was carried unanimously.

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## 9. Old Business

**a. Board member search:** Kim and Linda discussed their interview with the board member candidate and recommended that the board approve the candidate's application.

MOTION to approve Alexander Hinkley's application to the Board of Trustees was made by Kim and seconded by Shery; the motion was carried unanimously.

Kim will contact Alex and invite him to the November meeting. She will also have him contact John for orientation.

**b. Budget Update:** Note that the title of the pages in the board packet should read "Budget 2018" (not 2016). Wages will increase \$1.00 per hour for everyone except the pages, whose pay will increase 70¢ per hour. These changes are being made in order to meet the new minimum wage requirements.

At 7:27 p.m., Shery was asked to leave the room. We discussed the vendors' compensation. At 7:31 p.m., Shery was asked to rejoin the meeting.

Joe and John will meet again and present a final budget at the November meeting.

## c. Policy Updates:

**CODE OF CONDUCT:** Kim asked whether we needed to add alcohol and drugs to the list of items that are not permitted at the library.

ACTION ITEM FOR JOHN John will check into whether to add alcohol and drugs to the Code of Conduct. If so, he will present this revised code for our vote at a later meeting.

MOTION to accept the revised Code of Conduct as currently written was made by Shery and seconded by Adam; the motion was carried unanimously.

**BULLETIN BOARD POLICY:** The policy was reviewed and no changes were made to it. ACTION ITEM FOR JOHN John will add a notation to the Bulletin Board Policy stating that it was reviewed on October 19, 2017.

## 10. New Business

**a. Review of Long Range Plan:** John reviewed the "Plan of Service 2015-2020". He will add circulation stats to the board packet.

ACTION ITEM FOR JOHN John will add the circulation stats to the board packets.

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**b. Holiday Lunch for Staff:** The staff will hold their holiday lunch (funded by the Friends) on Thursday, December 14, 2017. John asked for board members to volunteer to work at the circulation desk while the staff is at lunch. Kim and Linda volunteered to do this. Anyone else who can help should contact John.

**c. Use of credit card points:** The library gets points for the use of their credit card. They can donate these points to charity and are considering donating them to an organization that helps troops overseas. Joe asked if the points could be used to help pay down the balance on the credit card. ACTION ITEM FOR JOHN John will find out if the library can use the points to pay down the balance on the card.

**11. Informational Item:** John's presentation was about people who look at pornography on library computers. He stated that we have filters on the computers to help guard against this and contact the police when this happens.

**12. Executive Session:** The board went into Executive Session at 8:25 p.m.; John was asked to leave. The board discussed John's yearly evaluation. John had stated earlier this evening that he would try to have his self-evaluation completed by October 25, 2017. The board hopes to have their evaluation of John completed by the November meeting (November 30, 2017). The Executive Session ended at 8:34 p.m. and John was asked to rejoin the meeting.

**13. Public Comments:** None

**14. Motion to Adjourn:** MOTION to adjourn was made by Kim and seconded by Joe; the motion was carried unanimously. The board adjourned at 8:35 p.m.

Submitted by Linda Tague, Secretary.

**Next meeting: Thursday, November 30, 2017 at 6:30 p.m.**