

Draft: Ogden Farmers' Library Board of Trustees Meeting: Via Zoom Minutes for April 15, 2021

Present:

Alex Hinkley (Pres)
Linda Tague (Vice Pres.)
Laura O'Donnell (Secretary)
Nick Messoloras (Treas.)
Kathleen Britton
Jimmie Sue Deppe
Amy Holko
Joe Vaccarella

Excused:

Also Present:

John Cohn-Library Director

1. Call to Order/Agenda Changes: Alex called the meeting to order at 6:30 p.m.

MOTION to vote on future motions by consensus rather than role call during this meeting was made by Linda and seconded by Nick; the motion was carried unanimously.

2. Agenda change: Add Long Range Planning to New Business

MOTION to vote on changing the agenda was made by Nick and seconded by Joe; the motion was carried unanimously.

3. Minutes from March 18, 2021: Under the Director's report, a change from "with" to "will" is required.

12 existing public computers **will** be replaced with 8 new machines.

MOTION to accept the Minutes with the above modification was made by Jimmie Sue and seconded by Kathleen; the motion was carried unanimously.

4. Public Comments: None

5. Correspondence:

- a. A Memorial donation was given.
- b. No written correspondence was received.

6. Friends Report: A Friends Report was submitted from Friend's Vice President Paula Yandow-Reilly:

- a. A Friend's meeting has been scheduled for April 26th.
- b. Due to space restrictions, a Fall Book Sale may not occur.

7. President's Report: (Alex); No report

8. Treasurer's Report: Nick

a. Discussions included:

- The budget reflects the original budget. The current budget will be updated in next month's report.
- Assets in Fiscal Year 2021 were 1.46 million higher than in 2020.
 - Once the March expenditures are included, the numbers will be slightly different.
- Why are expenditures under budget by approximately \$8000?
 - Re John: Total material spending will occur soon.
- The Insurance actual budget line was \$4970.
 - The insurance bill was received earlier than expected and the amount was higher than anticipated.
 - What is the total amount of coverage for general liability insurance?
John thinks it is a Million-dollar coverage but will verify.
- One new computer was purchased for a staff member.
- John temporarily subscribed to the Democrat and Chronicle to access an article regarding open meeting laws.

MOTION to approve paying the Warrants was made by Nick and seconded by Linda; the motion was carried unanimously.

9. Director's Report: John

a. Management:

- John met with NY State Senator Ortt and NY State Assemblyman Jensen.
- A staff development day will occur on April 16th.

b. Personnel Report: Nothing to report

10. Unfinished Business: Nothing to report

11. New Business:

a. The 2020 Annual report was submitted to the BOT.

- Comments included:
 - Joe's name was spelled wrong- Vacarella should be Vaccarella
 - What does trustee education include and is there a specific time required?
 - Prior to Covid, Trustee education had been included during Trustee meetings.
 - There are no documented time requirements.

MOTION to approve the 2020 Annual report was made by Joe and seconded by Nick; the motion was carried unanimously.

b. John requested the date of the October BOT meeting to be changed from October 14th to 21st.

MOTION to change the October BOT meeting date to October 21st was approved by Amy and seconded by Jimmie Sue; the motion was carried unanimously

- c. An \$11,000 grant is available that would allow the library to supplement the current book budget. The existing book budget cannot be reduced. If funds allocated for books are reduced or not used, the library would need to submit a written explanation and possibly forfeit future donations. Proper documentation is required as well as grant fiscal tracking. Certifications would be required from the BOT. (This is informational and does not require voting by the BOT.)
- d. Long range planning
 - I. John will begin long range planning on April 16th
 - II. BOT participation is required to discuss their ideas.
 - III. A BOT meeting will be held on July 15th for long term planning discussions.

MOTION to add a special BOT meeting (open to the public) that would discuss the library's long term plan approved by Amy and seconded by Linda; the motion was carried unanimously

12. Public Comments: None

13. Motion to Adjourn: MOTION to adjourn was made by Amy and seconded by Nick; the motion was carried unanimously. The board adjourned at 7:23 p.m.