

# Ogden Farmers' Library Board of Trustees Meeting

## Minutes for August 19, 2021

### Present:

Alex Hinkley (Pres)  
Linda Tague (VP)  
Laura O'Donnell (Secretary)  
Nick Messoloras (Treas.)  
Kathleen Britton

### Excused:

Jimmie Sue Deppe  
Amy Holko  
Joe Vaccarella

### Also Present:

John Cohn- Library Director

**1. Call to Order/Agenda Changes:** Alex called the meeting to order at 6:32 p.m.

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

**2. Minutes from June 17, 2021:** Approved

MOTION to accept the Minutes made by Nick and seconded by Linda; the motion was carried unanimously.

**3. Public Comments:** None

**4. Correspondence:** None

**5. Friends Liaison Report (Linda):** The Friends of the Library have scheduled a book sale for Nov. 2-6 which is tentatively scheduled for the Library Meeting room. Donations will be collected from Oct 12-29. If this sale cannot be held in the meeting room, it will be postponed or cancelled.

### **6. President's Report (Alex):**

a. Alex suggested that the following items be included in the long-range plan:

- Instruction on how to perform scholarly research.
- How to "Adult": Instruction on budgeting, holding Financial Peace (or similar classes) for adults and teens, etc.

b. Discussions on how the newsletter is publicized and distributed.

c. The vacant board member slot should be filled. John will publicize the opening.

### **7. Treasurer's Report (Nick):**

a. Discussions included:

- The library budget has a \$1.3 million dollar asset.
- The budget was increased by the Town to increase staff salaries to be competitive with other local libraries.
- 5% interest on a trust was received. Is it considered realized or unrealized gains? John will ask auditors.
- Warrants for June and July were reviewed.

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

## 8. Director's Report (John):

### a. Financial:

- John submitted a budget request to the town to increase the library minimum wage.
- The book funding from the special donation fund is being established.
- A donation of \$10,000 has been received which will be used to refurbish the library meeting room.

**b. Personnel Report:** A staff member is uncomfortable working in an environment without a mask mandate. She has been granted a leave of absence which means she will not be paid except for PTO. Her work hours will also be saved.

## 9. Unfinished Business:

### a. Policy Review: Code of Conduct

- Change third bullet under "Not permitted:" category from:
  - "Using, distributing or being under the influence of illegal drugs or alcohol"
  - To "Using, distributing or being under the influence of drugs or alcohol".
- Change seventh bullet under "Not permitted:" category from:
  - "Improper computer use including displaying inappropriate and/or offensive images"
  - To "Improper computer use including but not limited to displaying inappropriate and/or offensive images".

MOTION to accept the policy as written with the above modifications made by Nick and seconded by Linda; the motion was carried unanimously.

## 10. New Business:

### a. Policy Review: Airborne Infectious Disease Prevention Plan

- New York State has required all employers with worksites in NY to adopt an Airborne Infectious Disease Prevention Policy by August 5<sup>th</sup>.
- The Board reviewed and recommended several formatting changes to the proposed document.

MOTION to accept the policy as written with the discussed formatting modifications was made by Laura and seconded by Kathleen; the motion was carried unanimously.

### b. Update on Library survey:

- There have been 151 responses to date.
- A subscription to Survey Monkey was used for this survey and will be used for other surveys during the subscription period.

## 11. Public Comments: None

## 12. Educational segment: John presented the demographics of Ogden from the 2020 US Census.

### a. Highlights of the presentation included:

- The population increased by 414 people to 20,270 from the 2010 Census to the 2020 Census.
  - The Ogden population would need to increase to 25,000 to receive aid for a new library.
- 95% are white alone.
- 8.4% have a language other than English spoken.

- John explained that there is an Eastern European population in the area. That population might be included in this category.
- 10.9% of Households do not have a broadband internet subscription.
- 7.8% of Households do not have a computer.
- 8.4% of the population under 65 years of age have a Disability-
  - How can we accommodate these people with the library's limited resources?
  - We do have individuals using the NY Homebound service.

**13. Motion to Adjourn:** MOTION to adjourn was made by Linda and seconded by Nick; the motion was carried unanimously. The board adjourned at 7:37 p.m.

The next regular BOT meeting will be held on September 16 at 6:30 in the Library Meeting Room.

Respectfully submitted by Laura O'Donnell