

Draft: Ogden Farmers' Library Board of Trustees Meeting

Minutes for January 21, 2021

Present:

Amy Holko
Nick Messoloras (Treas.)
Laura O'Donnell (Secretary)
Linda Tague (Vice Pres.)
Joe Vaccarella

Excused:

Alex Hinkley (Pres)

Also Present:

John Cohen – Library Director

1. Call to Order/Agenda Changes: Vice President Linda T. 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 Amy H. and seconded by Joe V.; the motion was carried unanimously.

2. Minutes from November 19, 2020: No changes to the minutes are needed.

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

3. Public Comments: None

4. Correspondence: Several frustrated residents have commented on the change to receive library media via the lobby and their inability to physically enter the library.

5. Friends Report: There is a tentative Friends meeting scheduled for Feb. 4th via Zoom.

6. President's Report: None

7. Treasurer's Report: Treasurer Messoloras

a. Discussions included:

- i. Can the trust fund account be removed so we can have a more accurate view of the budget? Yes.
- ii. Does QuickBooks have the ability to collapse budget line items? John will investigate.
- iii. Is there a way to display the monthly and ytd budget graphically? Yes.
- iv. Can the trust income be spread out on a monthly basis and not an annual lump sum?
 - i. Yes, this will be a good time of the year to do it.
- v. Why is there a \$1000 charge for Tri-Delta?
 - i. John buys blocks of time from Tri-Delta for the library's technical support needs. This reduces support costs especially this year when new computers are hopefully purchased and implemented.
- vi. What are the line items that have been underspent?
 - i. These items are personnel and materials mainly due to the limited opening hours of the library.

MOTION to approve paying the Warrants was made by Joe V. and seconded by Amy H.; the motion was carried unanimously.

8. Director's Report: Librarians are doing their best with the current COVID situation.

- a. Lobby Distribution:
 - Physical maintenance (updating labels, etc.) is being completed during downtimes.
 - Tuesday afternoons are the busiest.
 - Online ordering is being used.
 - A question regarding the if the possibility of call metrics could be obtained to understand the number of calls, the number of unanswered calls, etc. John will investigate.
- b. John was interviewed on Connections with Evan Dawson. He will send us the link.
- c. BOT updates
 - Rae Lynn Mawn has resigned.
 - Two applications have been submitted. Alex is scheduling virtual meetings with the applicants.
- d. The library will receive the total amount of funds from the Town even though it is using the fund balance.
- e. Personnel Report: Nothing to report

9. Old Business:

- a. Pay during reduced hours or a shut down for February 2021.

MOTION to continue to pay staff during reduced hours or shut down in February. The Board will revisit future salary payments on a month-to-month basis. The motion was made by Joe V. and seconded by Nick M.; the motion was carried unanimously.

10. New Business

- a. Insurance payment error- A minor human error in an employee payroll deduction was made for a four-month period. The Director will make sure this does not occur again.

MOTION to use library funds to resolve this issue was made by Amy H. and seconded by Joe V.; the motion was carried unanimously.

- b. Letter from Greece Board of Trustees – The Town of Greece has asked that MCLS not charge the libraries on a population-based formula. This is just informational and needs no BOT action. If John needs our support, he will contact us.

11. Public Comments: None

15. Executive Session:

MOTION to enter Executive Session to discuss a Personnel issue was made by Nick and seconded by Joe at 7:20pm; the motion was carried unanimously. Executive session commenced and no action was needed.

MOTION to leave Executive Session was made by Amy and seconded by Nick at 7:26 pm; the motion was carried unanimously. Executive session concluded.

16. Motion to Adjourn: MOTION to adjourn was made by Amy and seconded by Nick; the motion was carried unanimously. The board adjourned at 7:29 p.m.