

**Draft: Ogden Farmers' Library Board of Trustees Meeting: Via Zoom
Minutes for February 18, 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 Cohen – Library Director

1. Call to Order/Agenda Changes: Alex called the meeting to order at 6:31 p.m.

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

2. Minutes from January 21, 2021: No changes to the minutes are needed.

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

3. Public Comments: None

4. Executive Session to consider new board members.

MOTION to enter Executive Session to consider new board members was made by Linda and seconded by Amy at 6:35pm; the motion was carried unanimously. Executive session commenced.

MOTION to leave Executive Session was made by Amy and seconded by Nick at 6:41 pm; the motion was carried unanimously. Executive session concluded.

Kathleen Britton and Jimmie Sue Deppe were welcomed as new BOT members.

5. Correspondence: One person (a non-town of Ogden resident) gave the library a low rating on Google. It was determined not to pursue this review.

6. Friends Report: There is a Friends meeting scheduled for March 15th via Zoom.

7. President's Report: Alex

- a. We need to be cognizant of potential Governmental changes to suspend Zoom meetings and meet in person. John will investigate this.

8. Treasurer's Report: Nick

- a. Discussions included:
 - Income statement will be included in the March Financial report.
 - The library received the anticipated 2021 budget allocations from the town.

- A question was raised on why the 1300- trust investments- permanent restricted became positive in January as it has carried a negative balance in the past.
 - John will investigate.
- Potential revenue changes in the future should be considered in long term planning:
 - Within approximately 2 years, fines will not be collected.
 - There is always the possibility that the town will cut OFL funding.
- The Ancestry.com license can be used on the library computers as well as wireless devices.
 - Are the Genealogy budget accounts considered restricted funds?
 - What are the rules? Do these budget lines include software?
 - John will investigate.

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

9. Director's Report: John

- a. Work is being completed on modifying the genealogy binders to folders to conserve space.
- b. The library reopened on Feb. 17th.
- c. John and staff met with Senator Ortt.
- d. A library employee was part of an unemployment scam.
- e. BOT members asked for the following in future reports:
 - Data on the utilization of the library and what services are being provided to their constituents.
John will be working on a usage report that needs to be filed to the state within the next week.
 - Status on the long-range plan that needs to be filed to the state by the end of 2021.
John will work on it in October and have the BOT review it in November.
- f. This year's audit has been completed. John will receive the final report in the middle of 2021 and then distribute it to the BOT.
- g. A question was asked regarding John's backup if he were to take an extended absence. Senior librarians as well as other personnel would be able to cover his responsibilities.

Personnel Report: Nothing to report

10. Old Business:

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

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

11. New Business: None

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 7:39 p.m.