

**OGDEN FARMERS' LIBRARY
BOARD OF TRUSTEES MEETING
THURSDAY, JANUARY 19, 2012**

Present: Rhonda Penders, Corinne Goeke, Maggie Ciesinski, David Moore, Amy Holko, Roger Ressman

Also Present: Jennifer Magee – Library Director, Tom Cole – Town of Ogden Liaison

President Rhonda called the meeting to order at 6:02 p.m.

The Board went into Executive Session at 6:03 p.m. for a personnel matter and returned to Open Session at 6:23p.m.

OFL ANNUAL ORGANIZATIONAL MEETING

A motion was made by Dave and seconded by Corinne to approve the following:

- **Trustees** – Rhonda Penders, Corinne Goeke, Maggie Ciesinski, Amy Holko, Shery Walker, David Moore, Roger Ressman
- **Officers for 2012-**
 - President – Rhonda Penders
 - Vice-President – David Moore
 - Secretary – Roger Ressman
 - Treasurer – Corinne Goeke
- **2012 Budget Approval** - The OFL budget for 2012 is **\$518, 227**.
- **Auditors** – Freed, Maxick, and Battaglia
- **Insurance Carrier** – First Niagara Risk Management
- **Petty Cash Amount** - \$1,000
- **Payment Voucher Authorization** – the authorized signers will be 2 Trustees and the staff members will be the Director and Senior Librarian.
- **Fees** –
 - Fines - \$.35 per day
 - Holds - \$1.00
 - Collection Fees - \$35
 - Copier - \$2 for the first page; \$1 for each additional page. Cover page is not included. \$.50 per page for toll-free numbers.

•Procedural

- A. Have an established Policy and procedure Manual and review the manual from time to time to insure correctness and relevancy.
- B. Contract with the Town of Ogden – signed by needed officers
- C. Emergency Closing Notification – Library Director or Librarian in Charge, Board President, Town Supervisor, Town Clerk, Village Clerk, Ogden Police Department, Facebook, Employee Blog and 13 WHAM

• Important Dates

A. Library Closing Dates

- New Year’s Day (Jan. 2)
- Martin Luther King, Jr. Day (January 16)
- Presidents’ Day (February 20) – mandatory staff development day
- Memorial Day (May 28)
- Independence Day (July 4)
- Labor Day (September 3)
- Thanksgiving (November 22)
- Christmas Eve (December 24)
- Christmas (December 25)
- New Year’s Eve Day (December 31)

B. Board Meeting Dates

January 19th, March 15th, May 17th, July 19th, September 20th, November 15th-
(Annual Reorganization Meeting)

C. Staff Meeting Dates – Monthly meetings as determined by the Director
(February 20/October 8th – in-service training)

D. Service Statements – Shery Walker

E. Other

- Mileage reimbursement will be fixed at the IRS rate for 2012
- Official Newspaper – The Suburban News

F. Professional Membership

- Professional staff is to obtain membership in ALA and NYLA
- Professional staff is encouraged to attend the annual NYLA conference if budget monies permit.

Motion Passed

- **Approval of Minutes** - November 17, 2011

A motion was made by Dave and seconded by Corinne to approve the minutes as submitted.

Motion Passed

- **Depot Branch/Friends' Reports** - received and read as information items
- **Genealogy** – the trustees received copies of Laura Richardson's report
- **Old Business** – The review of the library by-laws and constitution was postponed until the March meeting. Director Jenn will present her recommendations at that time.
- **New Business** – A new “people counter” is needed and Director Jenn will purchase one. Also, work will begin on the development of a long-range (5 year) plan of service.
- **Correspondence** – there were two items submitted for information only (Certificate of Liability Insurance and Thank you from Girl Scout Troop #60727) and the single action item was a motion by Roger and seconded by Dave to renew our membership in the Spencerport Chamber of Commerce.

Motion Passed

- **Adjournment** – a motion was made by Corinne and seconded by Amy to adjourn the meeting at 7:43 p.m.

Motion Passed

The next Board of Trustees meeting will be March 15, 2012 starting at 6:00 p.m.

Respectfully submitted,

C. Roger Ressman, Secretary