

**Ogden Farmer's Library
Board of Trustees Meeting**

Approved Minutes: January 24, 2013

Present:

Rhonda Penders
Corinne Goeke
Amy Holko
Jill Coffey
Nancy McGuire
John Kopcienski
Maggie Ciesinski

Not Present:

Shery Walker

Also Present: Sue Swanton, Tom Cole, Donna Peasley, Linda Tague, Joe Reinschmidt, Heide Rheinschmidt, Carol Nellis Ewell, Mary Conjerti, Shelia Wimer, Roberta Voelkl

Ms. Penders, President of the Board, called the meeting to order at 6:02 pm.

Sue Swanton, Interim Director, recognized Rhonda Penders for all her work over the years through difficult times.

Annual Organizational Meeting

The Annual Organizational Meeting Document was presented. John MOVED and Jill SECONDED THE MOTION to accept the Annual Organizational Meeting document. The MOTION WAS CARRIED UNANIMOUSLY.

Approval of Minutes

Minutes from the November 14, 2012 board meeting were reviewed. John MOVED and Jill SECONDED THE MOTION made a motion to accept these minutes without changes. The MOTION WAS CARRIED UNANIMOUSLY.

Minutes from the December 17, 2012 board meeting were reviewed. Jill MOVED and Maggie SECONDED THE MOTION to accept these minutes without changes. The MOTION WAS CARRIED UNANIMOUSLY.

Public Comment

Members of the Friends of the Ogden Farmers' Library were present. They expressed a desire for more interaction between the Board and the Friends and to keep each other informed of what is going on. The Board's email addresses will be added to the Friend's email list. In the future, the minutes from the Friend's meeting will be in the Board's meeting packets.

Members of the library staff raised concerns about library's personnel policy, specifically around Vacation and Personal Time Off accrual. The staff will detail their concerns and present them to Sue. Once presented, the board will then review the concerns and current policy.

Financial Reports and Statistics: Corinne presented the End of Year 2012 Profit and Loss Budget Statement and the End of Year 2012 Balance sheet. The library finished the year under budget, especially in the area of personnel costs, primarily due to not having a full time director for the last 2 months of the year. Statistics were not presented. Maggie MOVED and Amy SECONDED THE MOTION to accept the financial reports The MOTION WAS CARRIED UNANIMOUSLY.

Donations: \$200 received

Director's & Librarians' Report: Amy MOVED and Nancy SECONDED THE MOTION to accept the Director's and Librarians' Reports. The MOTION WAS CARRIED UNANIMOUSLY.

Old Business:

Additional board members – The question was asked if the Board has any leeway on the number of members on the board. The Library's by-laws need to be reviewed to see what is stated. Rhonda said she had the By-Laws in an electronic version and will email the file to all Board members and Sue.

2013 Materials Budget Adjustments – Sue met with the librarians and within the Materials Budget, asked to remove \$2000 from Adult Books, \$1500 from Young Adult Books and put this \$3500 towards DVDs. Corinne MOVED and John SECONDED THE MOTION to accept transfer of these budget line items. The MOTION WAS CARRIED UNANIMOUSLY.

Morabito Trust Fund – Corinne reported that the income derived from this Trust should be approximately \$10,000 a year. The principal is invested conservatively for Fixed Income and is not to be touched. The library has yet to access any of this money.

Ovation Payroll and Time Tracking Software – Rhonda reported that the conversion to the new payroll company has not been a smooth transaction. There are still concerns around how time is tracked and the amount of labor on the part of the library to get it right. Rhonda and Corinne had met with Steve Raffino of Ovation the morning of January 24 to detail the problems. Steve promised resolution of all problems.

Unemployment claim – The hearing before the Unemployment Insurance Board requested by a former library director was cancelled. At this point in time, the appeal is closed, but could be reopened.

Search for new director – Nancy agreed to chair the Search Committee for a new director. John agreed to assist. Corinne will contact Patty Uttaro at MCLS for suggested questions to be answered by an application when applying for the job.

New Business:

Agreement of Library Services with the Town of Ogden – The question was asked if the Library is covered for liability in our policy. That needs to be verified before signing the agreement.

Youth Services Section (YSS) Attendance Request – A request was made to use money from the Conferences budget to send Anne Strang and Roberta Voelkl to the YSS Conference on May 17, 2012. The conference is being held in Rochester. Cost is \$105 per person. Corinne MOVED and Jill SECONDED THE MOTION to approve the expenditure. The MOTION WAS CARRIED UNANIMOUSLY.

Incident/Accident Forms – Sue requested the library adopt the Town of Ogden's Incident and Accident Forms. Jill MOVED and Corinne SECONDED THE MOTION to adopt these forms for the Library. The MOTION WAS CARRIED UNANIMOUSLY.

Auditor's Recommendations – Sue reported recommendations made by Freed-Maxick CPAs during the preliminary assessment for our 2012 audit.

- The library was lacking Federal I-9 forms for all employees.
- It is the director's responsibility to review the bookkeeper's journal entries and payroll registers and to sign off on them.
- All bank statements, when received, should be given to the director unopened. The director will then open, review, sign and date the statements before giving them to the bookkeeper.

These recommendations are being implemented.

Possible Transition to a Public Library - Sue cited a section of New York State Civil Service Law. Anyone in employ of private institution for at least 1 year prior to a library going public is grandfathered into Civil Service. Sue recommends a February Board workshop to go over the cost savings of going public. She is putting together a financial analysis.

Correspondence: None

Miscellaneous: None

Other Matters: There being no further business, John MOVED and Maggie SECONDED THE MOTION to adjourn the meeting. THE MOTION WAS CARRIED UNANIMOUSLY. Ms. Penders adjourned the meeting at 8:10 pm.

Next Board Meeting:

Thursday, March 21, 2013, 6:00 p.m.

Ogden Library Meeting Room

Respectfully Submitted,

Corinne Goeke