

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

Approved Minutes: July 17, 2014

Present:

Amy Holko
Shery Walker
Corinne Goeke
Nancy McGuire
Joe Vaccarella
Leslie Kofron

Excused:

John Kopcienski
Maggie Ciesinski
Scott Ferris

Absent:

Also Present: John Cohen, Tom Cole, Carol Nellis-Ewell

Nancy McGuire, President of the Board, called the meeting to order at 6:00 pm.

Nancy welcomed Leslie Kofron, our newest board member.

Agenda Changes

None

Approval of Minutes

Minutes from the May 15, 2014 board meeting were reviewed. Shery MOVED and Corinne SECONDED THE MOTION to accept these minutes with spelling corrections to board member's names. The MOTION WAS CARRIED UNANIMOUSLY.

Minutes from the June 19, 2014 special board meeting were reviewed. Shery MOVED and Amy SECONDED THE MOTION to accept these minutes without changes. The MOTION WAS CARRIED UNANIMOUSLY.

Public Comment

None

President's Report

Nothing to report

Treasurer's Report

There is a discrepancy in the reports generated by Quickbooks when comparing the Net Income and Net Expenses line. We are on target for spending, but we need to make sure this report is correct when presented and reflects the real state of the library's finances. John and Corinne will review how the report is generated and present it again for approval at the September meeting.

The warrants as presented are accurate. Joe MOVED and Shery SECONDED THE MOTION to accept the warrants. The MOTION WAS CARRIED UNANIMOUSLY.

Director's & Librarians' Report

John is still researching, with the aid of Corinne, the purchase of a new cash register. Because multiple clerks use a single cash register, a new cash register should be required a clerk to log in for each transaction and be automatically logged off after each transaction. This would allow all transactions to be assignable to an individual. Online research yielded nothing. John is going to call cash register manufacturer and sales people to find one with this feature.

Christie Carpets, the original installer of the carpet when the library was renovated, was in to see about the corners lifting on some of the carpet squares. The lifting appears to occur where there are joints in the underlying concrete floor. They will return with a stronger carpet glue to fix the issue.

Roberta Voelkl's Librarian report was missing an item. She wished the board to know that at the midpoint of the Summer Reading Program, the number of hours that the teen volunteers have put in has doubled compared to last year. She also has 50% more teen volunteers.

Evanced, the new online program signup service the library is using has some quirks. But Anne Strang is finding that everyone who has signed up via Evanced has attended the event. There used to be no-shows in the past. It is felt this is due to the email reminders going out automatically.

John explained how the museum passes worked.

Personnel Report

None

Old Business:

Long Range Plan (LRP) – John had not received from Kim, the consultant, the notes from the prior Saturday's second LRP meeting as of the time of this Board Meeting. The second meeting went very well. It was not as high energy as the first meeting, probably due to the much more nitty-gritty detail. The areas of focus were *Create Young Readers* (early literacy), *Stimulate the Imagination* (pleasure reading) and *Digital Content and Collections*. John was surprised that *Making the Library a Comfortable Place* didn't make the cut. Take away items: There are many things that can be done to achieve these goals; partnerships with outside groups, schools, the recreation department, the Senior Center, etc. More adult programming is needed. Partner with local authors. Have education classes. Advertising and marketing should be addressed in John's mind. How does the library increase its presence in village without moving back or opening a branch? There is more that can be done with community participation such as working with depot. The Long Range Plan will be a 5 year plan with intermediate goals. It is OK to have in the LRP a list of things to address in the next 5 year plan.

The driving force for the LRP is state requirements. An annual report with a LRP enables more grant applications since many grantors ask if you have a LRP.

The next step is to receive from Kim her notes and examples of LRPs with similar situations to ours. John will use these examples to create a LRP that addresses our needs. Kim will then tweak the LRP. We should have a draft by the next board meeting.

New Business:

Work on the 2015 Budget has begun. It is based on last year's budget and actual 2014 expenditures.

Things to note:

- The biggest change will be seen in the personnel line, due to adding a senior clerk to run the circulation department. It is unusual for library director have this responsibility and is time consuming, the director's time could be better utilized elsewhere. A senior clerk would help with scheduling, react to problems with clerks and the public, and be present if there is a problem situation. The number of hours to be worked is the same.
- The book budget is not totally used due to shelving limits. John was able to shift the ebook line under materials.
- Printing income was underestimated. We are tracking that now.
- Fines income is down due to hold fees no long being included in this line item (this was a change at the cash register).
- John reached out to Paula, the town's Finance Director, to get an idea of what percent increase is reasonable to budget for.
- Health Care costs are always a concern. Tom said the town is considering going to a consortium for health care.

Handicap Doors – John asked the town for numbers on replacing the entrance doors with handicap doors, specifically the foyer to the hallway and the hallway to the library. The estimate is over \$14,000. We may be able to get half of it from a New York State construction grant. Who would pay, the town or the library? John will talk to Gay.

Informational Items

- State audit/warrants – warrants should be approved before checks are issued for bills.
- Holds fee – *A history lesson*. Ogden charges \$1 for a hold when not a member of the Friends. This is standard across the county. Our *Premier Friends* receive holds for free. *Non Premier Friends* have a 50 cent hold fee. Some feel hold fees are not appropriate when some patrons have limited income. Brockport is lowering their holds fee to 50 cents. Parma stopped charging a holds fee for children. Brockport going to try not having holds fees for two month. John will talk to Brockport's director to see how it works out.
- NYS legislature and minimum wage – Some on the Monroe County Town Library Council town believe that if, in the next election, both the state Senate and Assembly have a Democratic majority, the minimum could go to \$13. It has not happened. It may or may not happen. But if it does, it could impact our wage structure.

Executive Session

None

Public Comments

None

There being no further business, Joe MOVED and Leslie SECONDED THE MOTION to adjourn the meeting. THE MOTION WAS CARRIED UNANIMOUSLY. Nancy adjourned the meeting at 7:20 pm.

Next Board Meeting:

Thursday, September 18, 2013, 6:00 p.m.
Town Meeting Room

Respectfully Submitted,
Corinne Goeke