

**Ogden Farmers' Library Board of Trustees Meeting  
Minutes for July 16, 2015**

**Present:**

Scott Ferris (V.P.)  
Leslie Kofron  
Nancy McGuire (Pres.)  
Sara Snarr  
Linda Tague  
Joe Vaccarella (Tres.)

**Excused:**

Amy Holko  
Shery Walker

**Absent:**

**Also Present:**

John Cohen, Library Director  
Marissa Wimer

**President Nancy McGuire called the meeting to order at 6:33 p.m.**

**Agenda Changes**

Under "Old Business":

Add "Secretary position vacancy".

MOTION to accept the changes to the agenda was made by Leslie and seconded by Joe; the motion was carried unanimously.

**Action on Minutes** of May 27, 2015

MOTION to accept the minutes was made by Scott and seconded by Leslie; the motion was carried unanimously.

**Public Comment** None

**Correspondence** None

**Friends' Report**

The Friends met on June 1, 2015. They currently have 155 members, which is down from 191 at the end of 2014. Two \$1,000 scholarships were awarded at the meeting. Our next meeting is Monday, October 5, 2015.

At the conclusion of the report, Leslie commented that their family used to be members but aren't now because they don't go to the library as

**Ogden Farmers' Library Board of Trustees Meeting  
Minutes for July 16, 2015**

much. Marissa Wimer commented that some people go to other libraries that don't charge a fee for holds.

**President's Report** None

**Treasurer's Report**

It was noted that the library gets their funds from the town in mid-February.

**ACTION ITEM FOR JOE** Send to the board members the Profit & Loss Budget vs. Actual in Excel.

**ACTION ITEM FOR JOHN** Check with bookkeeper regarding the Fees Income and Bank Fees.

**MOTION** to accept the Treasurer's Report and warrants was made by Leslie and seconded by Sara; the motion was carried unanimously.

**Director's Report**

John noted that the item under "Management" where he requested guidance from the board on how much deference to give to donors should be removed as it was covered at the last meeting. The library will be holding an adoption event in December in conjunction with Lollypop Farm. He also noted that he was out for three weeks on medical leave. The theme for the 2016 Summer Reading Program is "Sports and Athletes". Librarian Anne Strang is working on a "Maker Space" program for October. Sara said that the librarian at the Cosgrove Middle School has talked about a Maker's Space and the library may want to contact her about that.

**Personnel Report**

Scott asked about name tags for the staff. John admitted he is behind on them. Part of the issue is that the shipping charge is \$9.00 no matter how many tags he orders.

**MOTION** to accept the Personnel Report was made by Joe and seconded by Sara; the motion was carried unanimously.

**Ogden Farmers' Library Board of Trustees Meeting  
Minutes for July 16, 2015**

**Vacancy on the board**

Nancy stated that she has the name of someone that she needs to track down and check out; they may have an HR background.

**Secretary Position Vacaancy**

MOTION to nominate Linda to the position of Board Secretary was made by Joe and seconded by Scott; the motion was carried unanimously.

**Policy clarification: keys**

John noted that staff members—librarians, clerks, pages, and bar coder—have keys; the bookkeeper does not. Board members do not have keys. John said he would write up a key policy by the next meeting, covering items such as who gets a key and what happens if a key is not retrieved when the person leaves the employ of the library.

**ACTION ITEM FOR JOHN** Write up a policy for keys for the September meeting.

**Policy clarification: events with costs**

The library was approached by a pharmacy asking to use the meeting room to give flu shots at a cost of \$8.00 each. It was decided to tell them we would not do it this year as we need to clarify the policy on this type of event (where patrons would have to pay to participate).

**Auditor's Report**

John explained that a deficiency is always a problem with small libraries because they don't have enough employees to properly address the issue of checks and balances.

MOTION to accept the Auditor's Report as written was made by Sara and seconded by Leslie; the motion was carried unanimously.

**Social Media Policy**

Brockport's policy was written by a lawyer and covers staff only. Chili's refers to staff and patrons. John has also received some from other libraries. He also said that our Code of Conduct will cover patrons. When patrons use the computers at the library, they have to click on the page

**Ogden Farmers' Library Board of Trustees Meeting  
Minutes for July 16, 2015**

to accept the library's policies. Librarian Kate Vreeland manages the library's Facebook page.

**ACTION ITEM FOR JOHN** John will draft a Social Media Policy based on the one used by the Brockport Library.

**FOIL Policy**

John noted that the library is a private corporation that contracts with the Town of Ogden to provide library services and is not required to respond to FOIL requests. He also noted that making a policy to not respond to FOIL requests is bad policy.

**MOTION** to accept the change to the Freedom of Information Policy was made by Sara and seconded by Leslie; the motion was carried unanimously.

**Personnel Policy: Discipline portion**

**MOTION** to accept the change to the Discipline portion of the Personnel Policy was made by Leslie and seconded by Joe; the motion was carried unanimously.

**Succession Plan**

This is an operating procedure rather than a policy. If the Director is unavailable, the senior-most librarian will be in charge. John will check the personnel policy for this.

**ACTION ITEM FOR JOHN** John will verify that the personnel policy states that the senior-most librarian will be in charge in the event that the Director is unavailable.

**Annual Review of Long Range Plan**

Nancy suggested a special meeting in October to review the plan. We decided on Thursday, October 15, 2015, at 6:30 p.m. Those who were on the planning committee will be invited to attend.

**ACTION ITEMS FOR JOHN** John will see about scheduling a meeting room for this. Also, he will give Nancy the contact information for those who were on the planning committee.

**Ogden Farmers' Library Board of Trustees Meeting  
Minutes for July 16, 2015**

**ACTION ITEM FOR NANCY** Nancy will contact those who were on the planning committee to invite them to the annual review meeting on October 15.

**Initial Budget discussion**

In mid-to-late August, the town will ask the library for their intended budget, and they said to ask for 2% more. John and Joe will meet to work on it.

Holds: Brockport and Hamlin do not charge for holds; Gates charges 50¢; Parma charges 50¢ for adults and \$0 for children. Ogden has taken in about \$1,200.00 for holds fees so far this year. Brockport reported that they made more when their fee was 50¢ per item rather than \$1.00. John recommended lowering the hold fee to 50¢ for 2016. He also recommended that the Friends lower their Premier membership fee to \$25.00 (instead of \$50.00).

**ACTION ITEM FOR LINDA** Linda will notify the Friends about the change in the holds fee for 2016.

Technical replacements: The last time that the technical equipment was upgraded, it was done via a government grant. John would like to initiate a plan whereby the technical equipment is updated every four years, which will change the technical budget. John will talk with Gay Lenhard, Town Supervisor; and Paula \_\_\_\_\_, [position?] to see if they can give us a little more to help with this.

John wants to increase messaging (publicity) and stay competitive on salaries. We are at a competitive disadvantage because we're not in the state pension system.

**ACTION ITEM FOR JOHN** John will contact Gay and Paula to see if they can give us more for technical replacements.

**Informational Item**

John talked about how the libraries in cities such as Ferguson, MO, and Charleston, SC, stayed open during the rioting there as a safe haven for

**Ogden Farmers' Library Board of Trustees Meeting  
Minutes for July 16, 2015**

their citizens. John said his primary concern would be for the safety of the staff.

**Public Comments**

[This was moved to before the Executive Session.] There were no public comments.

**Executive Session**

The board went into Executive Session at 8:17 p.m.; John was asked to attend. At 8:52 p.m., John was asked to leave the Executive Session. The Executive Session ended at 9:09 p.m.

**Adjournment**

MOTION to adjourn was made by Leslie and seconded by Joe; the motion was carried unanimously. The board adjourned at 9:10 p.m.

Respectfully submitted by Linda Tague.