

Minutes from Ogden Library Board Meeting  
July 15, 2010

In attendance:

Lori Murtaugh, Dave Moore, Tom Cole, Jim Sickelco, Don Specht, Jen Magee, Corinne Goeke, Rhonda Penders

Meeting began at 6:00 p.m. The minutes from the May Board Meeting were reviewed and Dave Moore moved to accept the minutes as read; Jim seconded the motion and the meeting minutes were unanimously approved.

Financial Report –Jen met with Scott Birnie the accountant who does the taxes for the Ogden library and he proposed new software purchase for the library for the accounting system. The current system is not meeting the growing needs of the library. Scott would purchase the software and train both Cindy and Jen in its use. Monthly reports would be developed to give the Board more detailed information about spending and account balances. The cost would be between \$600 and \$800.

Questions ensued as to the type of software – the Board would prefer a commercial software such as Quickbooks or some other type of well known software as opposed to this “home grown” system it appears that Scott is suggesting. Jen to go back to Scott with the concerns and obtain a “plan B”.

The New York State Annual Report was submitted to Albany and accepted. Lori wrote a letter that accompanied the report explaining the discrepancy in the beginning balance and the current balance which appears to be out of line. Lori explained in the note that a few of our accounts were not included as assets and it was later determined that they must be.

Statistics were reviewed. Corinne moved to accept and Don seconded. The reports were approved as written.

Jen shared with the Board stationery and bookmarks that Laura (one of the librarians) had designed. The board agreed they were very nice. The new library magnets were distributed as well.

Jen remarked how pleased she is with Laura who is doing an outstanding job both with the Mom/Baby program she started (it’s expanding to two weeks this month) and in stepping up to take initiatives in other areas.

Jen reported that there will be a new sign for the library erected at the corner of Rt 259 that will be seen from the North and the South. There is no timeline when this will be done,as, the Department of Transportation indicated it would get done when they could schedule it in.

Lori shared a Certification of Appreciation from the Census Bureau for allowing them to use the meeting room for training purposes. Jen brought up a concern that has cropped up regarding who is authorized to reserve and use the meeting room. A religious group had requested to use the room and she had turned them down. She wanted to let the Board know that the policy

against using the meeting room for religious purposes was being enforced. The use of the Quiet Rooms is also strictly enforced to keep it from being abused.

Jen has pursued a few grants, none of which have come to fruition. In September there are two grants she is going to work on – one for the Build A Bear workshops and another for romance novels.

The NYLA conference is in Saratoga this year and Jen asked the Board for permission to attend along with Ann, Kat and Roberta. The hotel room is \$87/night. The Board approved the trip unanimously. In their absence, Laura will be in charge of the library.

Security. Jen received a quote of \$100 per lock to have the doors rekeyed. The cost could be as high as \$400 a lock but it was determined that it was time to rekey all the doors to ensure security of the library is maintained. Jen to let the Board know when this is accomplished. The keys to the locks will be assigned to specific individuals and their use strictly enforced.

Corinne has decided to step back from her IT duties from the library. Jen reported that other libraries use TriDelta and they charge about \$60/hour for computer maintenance. There is about \$6,000 budgeted for IT support each year. Also Roberta knows some of the smaller items that need to be taken care of routinely and can help out to defray cost.

There will be a new CARL system – CARLX in the spring and Amanda, Laura and Sheila need to be trained.

The Board agreed to purchase a new laptop for the Director. Corinne to research and handle the purchase.

Jen reported that the staff picnic was a success.

Patt Uttaro was consulted regarding the Geology funds and their appropriate use. There are two separate funds that were given to the library to use as part of the Genealogy Funds. The Hanes Wyrick fund and the Fishbaugh funds. The Hanes Wyrick Funds is an endowment fund. Only interest is allowed to be used from the Fishbaugh funds. As both funds currently in the same bank account, they need to be divided and ensured that they are used properly. This money should be spent in particular to replace the Brockport Republic newspaper on microfilm for one example.

Jim reported to the Board that he would be wrapping up his term on the Board of Trustees with tonight's meeting. The Board accepted his resignation and thanked him for his years of service.

Sherry to be asked if she would like to be on the board for 5 more years as her term is up this year.

Lori asked that all Board members begin to think of possible candidates for board positions before the next meeting.

Dave Moore made a motion to go to Executive Session. Jim seconded and all agreed. The Board went into Executive Session at 7:15 p.m.

The Board came out of Executive Session at 8:45 p.m. Jim moved to adjourn the Board Meeting, Rhonda seconded and all approved. The July Board Meeting was adjourned at 8:50 p.m.

Respectfully Submitted,

Rhonda Penders – Secretary Pro-tem