

**OGDEN FARMERS' LIBRARY
BOARD OF TRUSTEES MEETING
THURSDAY, JULY 12, 2012**

Present: Rhonda Penders, Maggie Ciesinski, Amy Holko, Jill Coffe, Shery Walker, John Kopcienski, Roger Ressman

Also Present: Jennifer Magee – Library Director

President Rhonda called the meeting to order at 6:00 p.m.sharp.

Approval Minutes – May 17, 212 - Motion made by Shery and seconded by Maggie to approve the minutes as submitted.

Motion Passed

•**Financial Report** – Director Jen stated that she and Trustee Corinne have been working closely with provided reports every two weeks. However, Corinne is now comfortable with receiving the reports monthly.

•**Audit Report** – The Trustees received the annual audit for the OFL financial reports through December 31, 2011 and dated/signed April 2, 2012 by Freed Maxick. With very little discussion needed, a motion was made by Shery and seconded by John to accept the report as submitted.

Motion Passed

NYS Audit Report – submitted for information only and no action was necessary.

•Old Business

Operating Committee – John, Maggie and Jenn will be meeting shortly to develop a 5-year plan for the library.

Bylaws and Constitution – President Rhonda will resend to all trustees shortly.

Personnel Policy – Jen shared the proposed policy with everyone and after discussion, a motion was made by Shery and seconded by Jill to approve the policy.

Motion Passed

(Jenn will distribute this to all affected personnel.)

•New Business

Summer Reading Program – Jen shared with the board members that the library is very alive with many programs and activities all summer long and she is very pleased and excited about the offerings.

Kirby's Farm Market – the director explained how this program involves families owning “shares” of the market and for that they receive fresh produce every Tuesday.

Community Coupon Board – Jenn shared that the bulleting board out in the hallway will be used for patrons to share coupons with each other.

•Director's Report – Jenn stated that the Friends group has been very supportive this summer and that as the year progresses, the library will be depending upon them for assistance with items not included in the 2012 budget.

Interim Director – Ann Strang will be the acting director of the library during the 4 to 6 weeks that Jenn will be on medical leave. Jenn will be applying for disability instead of taking her pay. She will begin her leave July 19th.

Payroll Issue – Payroll accounting and time worked continues to present problems. The board will be looking into methods that can and will address the board members' concerns. Rhonda will follow up on this and report back to the trustees.

2013 Proposed Budget Proposal

The trustees spent a great deal of time discussing various line items and realized that even with a projected 2% increase in revenue, the library will have to depend upon considerable outside support to fund the present programs. Director Jenn will be proofreading the draft and will distribute a modified copy before she takes her leave. The trustees were encouraged to go over the draft carefully and offer thoughts and suggestions.

Trustee Opening – Rhonda reminded everyone that we are still a member short and that she is not willing to stay on as president after this year. The members discussed how we want to proceed by either adding another board member (very difficult lately) or dropping back to a seven-member board. No clear action was taken at the meeting.

Adjournment – A motion was made to adjourn the meeting by Shery at 7:42 p.m. and seconded by Amy.

Motion Passed

Respectfully Submitted,

C. Roger Ressman
Secretary