

## OGDEN FARMERS LIBRARY

### Board of Trustees' Meeting

APPROVED MINUTES: July 17, 2013

PRESENT: Maggie Ciesinski, Corinne Goeke, Amy Holko, John Kopcienski, Nancy McGuire, Susan Preston, Shery. Walker  
EXCUSED: Jill Coffey

ALSO PRESENT: John Cohen, Tracy. Mahoney, Sue Swanton, Linda Tague, Tom Cole

THE MEETING was CALLED TO ORDER @ 6:00 pm by Maggie Ciesinski, President of the Board. Maggie introduced John Cohen, the newly appointed Director of the OFL, his first official day as director will be July 29. Maggie asked for volunteers to help organize a joint "welcome" reception for John and a "fair-well" for Sue Swanton sometime in September. Several members offered to help, date to be determined.

APPROVAL OF MINUTES: Minutes of the meetings of May 16 and \*June 20 were approved. Sherry made the motion to approve, seconded by John and carried unanimously.  
\* Special Board of Trustees' Executive Session

PUBLIC COMMENT: The Friends of OFL representative Linda Tague stated that attendance at the Board meetings will be shared by Carol Nellis-Ewell and herself.

CORRESPONDENCE: Sue Swanton shared letter of resignation from Sam Orlando, page, due to return to college.

PERSONNEL REPORT: Out of thirteen applications for the library page position, Justin Arendt and Karen Licata were chosen and will begin on July 29, 2013. Corinne made the motion to approve, seconded by Nancy and carried unanimously.

PRESIDENT'S REPORT: President Ciesinski has contacted Sally snow to facilitate "training for trustees" which will be incorporated into future Board Meetings, lasting approx. 1 hour. Maggie also informed John Cohen that a detailed job description and evaluation of the director's job performance is a work in progress and will be completed soon by the Board Officers.

TREASURER'S REPORT: Treasurer Goeke distributed the six-month fiscal report for 2013. Shery made the motion to approve the report, seconded by Amy and carried unanimously. Also noted is that a new vacuum, recommended by Dan Feeney, has been purchased. As a side-note Sue Swanton mentioned that a job performance evaluation is due at the end of August for the cleaner position. Shery made the motion to approve, seconded by John and carried unanimously.

DIRECTOR Swanton's REPORT: which will be considered a part of these minutes.

Due to a recent survey indicating that the staff's familiarity and use of the EReaders is weak,

Laura Richardson has agreed to provide training on EReaders. This will allow each staff member adequate knowledge and skill to help OFL patrons in the use of this technology.

A total of 199 children have enrolled in the Summer Reading program. Sue praised Anne, children's librarian, for the fantastic job she has been doing. Staff has been stretched to meet all the needs of this successful program and Sue suggested to the new director to make sure that two librarians are not taking summer vacation at the same time. She also suggested exploring on-line registration for the program to stream-line the registration process.

Sue and the librarians are determining how best to use the \$660 Bacher's memory fund.

No motion required for the report.

## OLD BUSINESS

Action on additional Board Member: One application has been received and Maggie is in the process of review.

Action on Director appointment: President Ciesinski formally appointed John Cohen as Director of OFL, effective July 29, 2013. Shery moved to approve the appointment, seconded by John and whole-heartedly carried unanimously.

Report on 2014 OFL Budget: Highlights of changes for 2014 - Increase of 5% toward materials for 2014. Benefits for employees has been reconfigured; new change in an IRA match program for the staff. Computer maintenance has increased to \$4,000; "Director's Discretionary Fund" has been absorbed into the line-item "equipment" for 2014. An increase of \$2,000 for training and conferences. Cost reduction of outsourcing the book-keeping function fee has resulted in the reduction of one permanent position. Nancy moved to approve the changes, seconded by Amy and carried unanimously.

The question of establishing and implementing a Senior Clerk position was discussed – Corinne presented findings of "Steps/ salary range" within each step and assured the Board that monies were available to offer such a title/ salary beginning August 1, 2013. Further exploration of clearly defined steps/salary for all positions of staff was determined. Shery made the motion to approve, seconded by Corinne and carried unanimously.

Investment of OFL private funds. After considerable exploration, Treasurer Goeke recommended leaving the approx. \$50,000 as is and not investing with the Rochester Area Community Foundation.

Morabito Fund: Corinne reiterated that only money from the interest can be spent – approx. \$12,900 this year at the Board's discretion. Corinne motioned to approve, Amy seconded, and carried unanimously. Given the critical need for new computers, Sue and Corrine will investigate the possibility of using a portion of the funds in advance of receipt of the grant money approved for this purchase. The grant money would be deposited into the Morabito Fund upon receipt. The Board concurred with this approach providing receipt of the grant funds would

not be negated. Also it must be established at the Annual Meeting of the Board exactly the “WHO” on the Board can request proceeds from the fund. John made the motion to approve, seconded by Shery, and carried unanimously.

Special Library District Survey: Tracy Mahoney, MLS intern, distributed the survey that she created and reported that response was weak. John suggested that Tracy reach out again to glean more information from the libraries that did not respond. Sue Swanton praised Tracy’s energy and diligence in this monumental task. On behalf of the Board, Maggie also extended our sincere thanks for Tracy’s efforts.

National Library Week survey: After tabulating results from the survey Sue suggested that OFL consider opening on Saturdays during the Summer beginning in 2014. Corinne requested more information about which communities in the area are open and the hours of operation. John will provide the Board with a recommendation related to opening Saturday in summer 2014 including the hours of operation and staffing requirements. Holiday opening/closings also need to be considered in establishing the 2014 calendar. The issue of the book-drop’s location/access was also indicated, this issue will be addressed “still to do”. John will continue to provide the Board with recommended improvement opportunities based on the survey results.

## NEW BUSINESS

Outsourcing of OFL bookkeeping functions: Corinne is in the process of interviewing a candidate – until appointment she will handle to book-keeping until a final decision is made.

OFL Policies: Interim Director Swanton

Combine Whistleblower Policy with Personnel Policy. Corinne made the motion to approve, John seconded and carried unanimously.

Combine Privacy and Confidentiality of Records with the OFL Personnel Policy. Amy made the motion to approve, Corinne seconded and carried unanimously.

Combine Statement of Non-discrimination Policy with Personnel Policy. Nancy made the motion to approve, Shery seconded and carried unanimously.

Adopt State Archive and Record Administration (SARA)’s MU- 1 schedule for OFL records retention policy with a Freedom of Information policy and procedure (FOIL). Corinne made the motion to approve, John seconded and carried unanimously.

Combine wording in BOT Ethics statement/Conflict of Interest – tabled for future meeting. A similar policy is needed for the Trustees including annual review and signature.

Adopt OFL Harassment Policy and combine with Personnel Policy. Corinne made to motion to approve, John seconded and carried unanimously.

Combine MCLS Code of Conduct with OFL’s and adopt Barring Policy to cover violations of both Codes. Motion to approve made by Corinne, John seconded and carried unanimously.

Action on OFL Disaster Plan – Tabled, pending discussion/plan in September by John.

Report on OFL processing costs – Sue summarized the report and recommendation drafted by Tracy to not change our current procedures. The Board concurred with this recommendation.

Other – Decision to use the \$11,000 Grant money from the State for new computers before receiving the funds, making sure all paper work is completed to avoid jeopardizing those monies.

Nancy motioned for approval, John seconded and carried unanimously.

Items of information – handouts at meeting for OFL notebooks. John informed the Board that he will be attending the NYLC at the end of September.

Public Comment – none

Motion to Adjourn made at 8:37 pm by Amy, seconded by John, carried unanimously.

Next OFL Board of Trustees Meeting, September 19, 2013, 6:00 pm – Ogden Library Meeting Room

Respectfully submitted,

Susan M Preston