

**OGDEN FARMERS LIBRARY  
BOARD OF TRUSTEES MEETING**

APPROVED MINUTES: March 28, 2013

**PRESENT:**

Maggie Ciesinski  
Jill Coffey  
Corinne Goeke  
Amy Holko  
Nancy McGuire

**EXCUSED:** John Kopcienski

**ALSO PRESENT:** Sue Swanton, Carol Nellis-Ewell, Sue Habbersett

Ms.Ciesinski, President of the Board, called the meeting to order at 6:00 pm.

**APPROVAL OF MINUTES**

Minutes of the January 17, 2013 and February 12, 2013 were reviewed. Shery moved and Jill seconded the motion to accept these minutes without changes. The motion was carried unanimously.

**DIRECTOR'S REPORT:**

- Rehired Robert McDonald, substitute cleaner, at cleaner pay rate for 2/26-3/15.
- Agreed to upgrade Tracy Mahoney, presently substitute clerk, as substitute Librarian Trainee to cover Director approved librarian vacation requests ( Need Library Board to Establish pay scale)
- Need to hire substitute librarian for shifts that Tracy cannot cover; recommend starting librarian rate of \$20  
Corinne moved and Shery seconded the motion to accept the report.

**PRESIDENT'S REPORT:** Maggie presented the following GOALS including SHORT and LONG TERM ACTIONS:

**GOAL:** Fill Board Vacancies

**Short Term Actions:**

- Schedule meeting with Sue Preston
- Identify Linda Taugue's Board designation (Trustee or Liaison)
- Schedule meeting with Linda Taugue
- Present nomination recommendation to Board at May meeting

**Long term Actions:**

- Establish Board Nominating Committee

- Identify and draft required Trustee policies (i.e. relationship to staff family members, meeting attendance requirements, conflict of interest, confidentiality, etc.)
- Develop education plan and new trustee training manual

GOAL: Hire New Library Director

Short Term Actions:

- Establish Recruitment Committee
- Finalize Job Description
- Define Benefit Package
- Determine Interview/ Selection Process
- Draft Interview Questions and Determine Rating Criteria

Long Term Actions:

- Hire Library Director
- Follow up guidance and feedback after hiring
- Provide a written evaluation quarterly for first year and thereafter annually

GOAL: Establish Board Training

Short Term Actions:

- Modify Board Meeting Agenda to include Mission Statement and Training Component
- Prepare training Material for inclusion in May Board packet

Long Term Actions:

- Identify Training Needs
- Prioritize Needs and Establish Training Schedule of Topics
- Prepare Training Materials for Board Packets

GOAL: Explore Conversion of OPL to Public Library

Short Term Actions:

- Review Libby Post Literature with Board Officers
- Determine what additional information is needed
- Prepare Material for Presentation to the Board
- Define Timeline for Board Decision

Long Term Actions:

- To be determined upon Board's Decision

GOAL: Consider Use of Board Committees/Liaisons

Short Term Actions:

- Identify Desired Committees
- Establish Charge for each Committee

-Identify Committee Chairs and Assign Members

Long Term Actions:

- Identify Advisory/Liaison Needs
- Identify Individuals Who Could Meet These Needs
- Establish Advisory Relationship

GOAL: Develop Long Range Plan (3-5years) for OFL

Short Term Actions:

- Establish Work Group and Assign Members
- Draft Work Plan and Time Line

Long Term Actions:

- To be Determined based on Work Plan

GOAL: Revise Board By Laws

Short Term Actions:

- Identify required modifications of additions ( i.e. Establishment of Executive Committee, Interim decision making process, use of e-mail, etc.)
- Draft Language
- Secure Annual Review of By Laws

GOAL: Review Operating Policies

Short Term Actions:

- Establish Policies Relating to the Hiring of Employees ( i.e. Family Relationship, Temporary Staff, etc.)
- Establish FOIL Policy
- Present to Board for Approval and Adoption

Long Term Actions:

- Identify Additional Required Policies or Policy Modifications
- Draft and Present Policies for Board Approval and Adoption
- Establish Schedule for Periodic Review of Existing Policies

GOAL: Review Employee Benefits

Short Term Actions:

- Assess Current Benefit Package for Potential Changes
- Research Alternative Options
- Assess Budget Impact
- Present Recommendations to Board for Approval and Adoption

Long Term Actions

- Establish Schedule for Periodic Review of Benefits

GOAL: Explore Foundation Management of OFL Private Monies

Short Term Actions:

- Explore use of Rochester Area Community Foundation
- Identify Requirements for Establishing the OFL Foundation
- Initiate Required Actions

Long Term Actions:

- Research Process for Transferring Moribito Funds to OFL Foundation
- Initiate Required Actions

Treasurer's Report: A motion was made by Nancy, seconded by Shery to accept

- Reported receipts and disbursements
- Bills to be paid this month
- Projected cash flow, payroll is on line.

The motion was carried unanimously.

Old Business:

1. Action on additional board members ??? Nancy
2. Corinne reported that the work with Ovation Payroll was going a bit better.
3. Corinne also reported that money had been budgeted for the unemployment claim.
4. Nancy suggested that ideas for a package for a new director be created. Shery, John and Nancy have volunteered to be the search/interview committee for the new director.
5. An informational workshop discussing the possible transition to a public library with Libby Post of Communication Services was attended by Sue, Corinne, Maggie and Jill.

New Business:

1. Sue recommended setting \$3 for OFL Processing fee. Shery made a motion to adopt the \$3 charge, Corinne seconded and it was voted unanimously.
2. Approved, \$1200.00 transfer from the building fund to the general fund for purchase of a new vacuum cleaner and Blu-Ray update for RTI disc cleaner at the Director's request. (who made the motion and second?)
3. Approved, a request by Director Swanton to renew and make full payment of OFL Insurance Policies for 2013 for Disability and Workers Compensation in the amount of \$1595.00. A three year policy for All Risk Director and Board Insurance was also approved. The motion for approval was made by Nancy, seconded by Shery and voted unanimously.
4. Approved a CSA for farm produce from Kirby's Farm Market to be used only by the residents of Ogden. A motion was made by Nancy in favor seconded by Shery and carried unanimously.
5. The audit was passed successfully with only some recommendations.
6. Approved Director Swanton's authority to adjust and add staff hours as needed. Shery made the motion to approve, seconded by Corinne and carried unanimously.
7. Maggie recommended giving a plaque to previous Board President, Rhonda Penders for her dedicated service to the OFL.

Public Comments

Question about whether our insurance was a match for our budget? The suggestion was made that the Board consider using local companies.

Is there a time frame for the interim director?

Motion to adjourn made at 8:47 pm by Maggie, seconded by Corinne and carried unanimously.

Respectfully submitted,  
Jill Coffey