

**OGDENS FARMERS' LIBRARY  
BOARD OF TRUSTEES MEETING  
THURSDAY, MARCH 29, 2012**

**Present:** Rhonda Penders, Sherrie Walker, Maggie Ciesinski

**Also Present:** Jennifer Magee – Library Director, Tom Cole – Town of Ogden Liaison

President Rhonda called the meeting to order at 5:58 p.m.

**Trustee Appointment** – A motion was made by Sherrie and seconded by Maggie to appoint Jill Coffey and John Kopcienski as Trustees to the library **Motion Passed**

**Welcome Jill and John!**

**Approval of Minutes** – Tom noted a correction to the meeting minutes of January 19, 2012 relating to fees. The fees stated for the Copier are for Faxing. Copier fees are \$.25 per page. Sherrie made a motion to approve the meetings minutes with these corrections, which Maggie seconded. **Motion Passed**

**Financial Report** – Jen distributed the financial statement for January-February 2012. Through discussion it was noted the 4% of the materials budget goes toward e-books ordered through the Monroe County Library downtown. Clarification was requested related to monthly versus annual budget amounts. Following this discussion it was agreed that seasonal items will be identified in future reports. In addition, Rhonda reviewed the donation process. A motion was made by Sherrie and seconded by John to approve the January-February 2012 financial statement. **Motion Passed**

**People Counter** – Roberta Voelkl reviewed two people counter options. The first is battery operated for a cost of \$450 plus the cost for replacing the batteries. This option provides limited information and has the potential to miscount individuals. In addition it has been found to only last a few years. The second option using thermo imaging for a cost of \$1590 including the software required to run the system counts each individual entering the library. This option tracks utilization by the day of the week and the hour of the day. Upon discussion it was determined that further information was required before a decision could be made. Roberta will research the installation requirements and confirm computer compatibility with our current system.

**Letter to the Depot** – Jen sent a letter to the Depot informing them that due to budget constraints we are unable to staff the depot this year with paid personnel. The library remains committed to the Depot and staff has been encouraged to continue to support the Depot by voluntarily staffing it. A question was raised related to the grant the Ogden

Library wrote on behalf of the Depot for this purpose. Jen will research this and respond to the Board. It was agreed that Jen will continue to attend the Depot Board meetings.

**NYS Annual Report** – Jen is awaiting a response from the Auditors. Jen will follow-up with the Auditors and provide a report at the May meeting.

**Banking** - It was agreed that this item would be tabled until the May meeting when Dave and Amy are present.

**Library Holidays** – It was agreed that in 2012 all employees (including hourly) will be paid for Good Friday, Veterans Day, and the day after Thanksgiving when the library is closed. A decision will be made for future years pending review of the Personnel Policy Manual. Sherrie volunteered to head up this process, with Rhonda and Maggie. Jen will forward a copy of the manual to each of them. Sherrie will present the Board with preliminary recommendations on policy modifications at the May meeting with priority given to policy related to library holidays.

**General Discussion** – The remainder of the meeting revolved around general discussion and updates. Jen reviewed the library programs currently scheduled and welcomed suggestions from the Board for future programs. The library will be closed on Saturday during the summer beginning with the Saturday after Memorial Day. Two clerks will be scheduled at all times. Jen has scheduled the next staff meeting on Friday, May 11, 2012 at 5:00 p.m. She would welcome the Board's support and attendance. Jen will begin working on the Five Year Plan document. Maggie, Sherrie and John will provide assistance. Rhonda concluded the meeting by providing the newest Trustees with an overview of the role of the Board, past issues that have been addressed, and the relationship between the Board and staff.

**Adjournment** – A motion was made by Sherrie and seconded by John to adjourn the meeting at 7:17 p.m.

**Motion Passes**

The next regularly scheduled meeting will be held on **May 17, 2012** at 6:00 p.m.