

OGDEN FARMERS LIBRARY  
Board of Trustees Meeting

APPROVED MINUTES: May 16, 2013

PRESENT: Maggie Ciesinski, Jill Coffey, Corinne Goeke, John Kopcienski,  
Nancy McGuire, Shery Walker

EXCUSED: Amy Holko, Susan Preston

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

THE MEETING was CALLED TO ORDER at 5:55 pm by President of the Board Ms. Ciesinski.

CORRESPONDENCE: Gay Lenhard, Ogden Town Supervisor, sent a letter to New York State Senator George Maziarz in support of OFL's request for replacement and upgrades of Public P C's.

APPROVAL OF MINUTES: Minutes of the meetings of March 28<sup>th</sup>, April 4<sup>th</sup> and April 24<sup>th</sup> were approved. Shery made the motion to approve, seconded by John and carried unanimously.

WELCOME: Sue introduced and all welcomed Tracy Mahoney, MLS intern SUNY Buffalo and substitute clerk at OFL who, Sue noted, did a wonderful job tabulating information on Special Library Districts for board review.

PERSONNEL REPORT: Shery moved to approve Personnel Reports for March and April, seconded by Nancy and carried unanimously.

THANKS to Ralph Johnson for his hard work at OFL. Corinne displayed a certificate of appreciation from the OFL Board to be presented to Ralph.

PRESIDENTS REPORT: President Ciesinski recognized OFL Interim Director, Sue Swanton as the expert she is in the World of Library and that we the Board continue to need her help. Sue will be at Ogden until the end of July. The need to extend Sue's commitment will be assessed prior to that date

Welcome Linda Tague, President of the Friends of the Ogden Farmers Library. A discussion ensued regarding establishing a liaison role between the Friends and the OFL. Linda agreed to present this consideration at the next Friends meeting.

TREASURERS REPORT: Treasurer Goeke, report on report of receipts and disbursements which will be considered a part of these minutes.  
Motion to approve warrants for May, Shery made the motion to approve, seconded by Corrine and accepted unanimously.

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

Sue praised Laura Richardson for attending the MCLS Conference and for the information she brought back. She also recognized Roberta Voelkl for revamping the OFL kitchen.

Public: Desk clerks revised wording to reflect fees approved by Board. Processing fee revised to \$3.

Friends: Possible agreement adoption between boards of OFL and Friends, purpose, discard leftover books from sale as best benefits taxpayer, also process for OFL requesting funds raised by Friends.

Town: Board authorized, Sue signed with Rose and Kiernan to act as OFL insurance broker.

Motion to approve Director's report with Librarian's Reports reviewed, made by Shery seconded by Nancy voted unanimously.

#### OLD BUSINESS:

- a. Action on Additional board member: President Ciesinski  
Shery moved to extend terms of the present Board vacancy to January 2018, seconded by Corinne, passed unanimously.
- b. Report on OFL insurance policy quotes: Treasurer Goeke:  
Insurance rates have gone up, need replacement cost to better cover if library collection is increased.
- c. Report on Director Search: Vice President McGuire verbally informed the Board of the search's progress.
- d. Report on retirement benefit options for new Director: Treasurer Goeke  
Corinne offered 3 plans for board review and discussion for benefit options for new director.
- e. Report on LTA of NYS Trustee Workshop: Vice President McGuire  
Nancy attended the NYS Library Trustee Association Conference and reported:  
-how to become special library district, "Creating the Future 20/20"  
-publishing [conversion being promoted?] for reliable sources of income  
-\$175 a year membership to join LTA. John made a motion to join, Shery seconded, vote was carried unanimously
- f. Update on Special Library District research: Interim Director Swanton/Summer Intern Tracy Mahoney

Sue shared Tracy's report on Special Library Districts:

Board Discussion:

- compare budgets before and after establishment of special library districts
- Why did the libraries change to special district libraries?
- Who helped make the change?
- target recently changed libraries of similar size
- How many own their own buildings?
- Gay's reaction, cautious, will look at proposal, increase in spending?
- invite Libby Post back to speak to board

#### NEW BUSINESS:

- a. Action on 2012 New York State Annual Report: Director Swanton/Treasurer Goeke  
Sue thanked Corinne for the help with financial figures. Sue reviewed the completed 2012 NYS Annual Report for OFL in its entirety with the Board. Corinne made a motion to approve the OFL Annual Report for Public and Association Libraries-2012, seconded by Nancy, voted unanimously.
- b. Action on revised Collection Development Policy: Director Swanton  
Sue: Revised Collection Development Policy for OFL which will be considered a part of these minutes. John made a motion to accept and Shery seconded and carried unanimously.
- c. Report on National Library Week Survey which will be considered a part of these minutes. Director Swanton, This survey satisfies the NYS Department of Education's Regulation 90.2: Periodically evaluates the effectiveness of the library's collection and services. Almost 200 surveys received, considered a valid sampling giving the Board the basis for developing a Long Range Plan. National Library Week Survey, revisit for July meeting.
- d. Proposed 2014 Budget Request: Director Swanton  
Director Swanton reviewed with the Board, Proposed 2014 Budget Request in detail listing 7 Key Recommendations which will be considered a part of these minutes. Corinne: Morabito Fund use: June budget meeting
- e. Review of possible investment of OFL private funds with Rochester Area Community Foundation: Interim Director Swanton/Treasurer Goeke, further investigation required.
- f. Report on Monday 5/13/13 computer misuse incident, Sue reported:  
Re illegal computer use incident, Sue thankful for:
  - e-mail about incident at Gates sent out to all
  - OFL guest reported incident
  - Ogden Police handling, Steve Ploof
  - MCLS follow-up on filtering software permitting access to problem content
  - Roberta Voelkl spent much time on thisAs a result, recommendations:

- revise code of conduct with consequences for failure to abide by rules
- security cameras need to be hooked up

- g. Disposal of library equipment:
  - sell carrel for \$100
  - declare old equipment "excess" sell at "Friends" garage sale
- h. Taxes: -Corinne reported that our 990 completed and Freed & Maxick have been paid.

Items of information:

- MCLS reports which will be considered a part of these minutes.
- OFL statistics which will be considered a part of these minutes.

Regular session ended at 8:08 pm at which time the Board went onto Executive Session, subject, to discuss a particular personnel matter.

Executive Session ended at 8:31, motion to adjourn Regular Session made at 8:31 by Shery, seconded by John, carried unanimously.

Next OFL Board of Trustees Meeting, July 18<sup>th</sup>, 2013, 6pm  
Ogden Library Meeting Room

Respectfully submitted,

Jill Coffey