

**Ogden Farmers' Library Board of Trustees Meeting
Minutes for May 27, 2015**

Present:

Scott Ferris (V.P.)
Amy Holko
Nancy McGuire (Pres.)
Linda Tague
Joe Vaccarella (Tres.)
Shery Walker

Excused:

Leslie Kofron
John Kopcienski

Absent:

Also Present:

John Cohen, Library Director

President Nancy McGuire called the meeting to order at 6:35 p.m.

Agenda Changes

Under "New Business":

Add "Bulletin Board policy".

Informational item is changed to "Summer Reading Program".

Date of the next meeting is July 16, 2015.

Treasurer Joe Vaccarella's name is misspelled on the Agenda.

Add: Resignation of board member and possible addition of new member.

MOTION to accept the changes to the agenda was made by Shery and seconded by Joe; the motion was carried unanimously.

Action on Minutes from January 15, 2015

MOTION to accept the minutes was made by Scott and seconded by Shery; the motion was carried unanimously.

Public Comment None

Correspondence None

Ogden Farmers' Library Board of Trustees Meeting Minutes for May 27, 2015

Friends' Report

John stated that the Friends have generously contributed to the library. Linda reported that the Garage Sale in February brought in \$406.10, which is less than other years. Leftover items went to Mary's Place Outreach, which serves refugees of all faiths and nationalities. Membership, as of their January meeting, was 148. The topic of the Friends' Council meeting in April was "Fund Raising—Beyond Book Sales". The next meeting is June 1, 2015.

President's Report None

Treasurer's Report

Joe presented a spreadsheet where he did an analysis of the Profit and Loss Budget vs. Actual tables. Members indicated that the spreadsheet made things easier to understand. Note that on the spreadsheet, if the amounts are in red and in parentheses, it means that those items are under budget.

Warrants

MOTION to accept the warrants was made by Shery and seconded by Joe; the motion was carried unanimously.

ACTION ITEMS for John

1. Clarify hold fees with bookkeeper.
2. Possibly invite bookkeeper to a board meeting to explain some of the things she does.
3. Look into the reason for the large difference in the Bank Fees (8014, under Expense) between Jan-Apr 2015 and Budget.
4. Talk to bookkeeper about putting a description under "Memo" for all items listed in the Warrants.

ACTION ITEM for Joe

Per Scott's request, Joe will look into adding the percentage change to his financial report.

Recognition for Corinne

Amy will do something to recognize Corinne Goeke for her years of service on the board.

**Ogden Farmers' Library Board of Trustees Meeting
Minutes for May 27, 2015**

Director's Report

John requested guidance from the board on how much deference to give to donors.

Personnel Report

Linda requested that both first and last names be used in the reports. MOTION to accept the Personnel Report was made by Shery and seconded by Amy; the motion was carried unanimously.

Vacancy on the board

Scott reviewed the application of Sara Snarr.

MOTION to accept Sara Snarr as a member of the board was made by Scott and seconded by Joe; the motion was carried unanimously.

Nancy stated that she received a letter of resignation from John Kopcienski.

MOTION to accept John's resignation was made by Amy and seconded by Shery; the motion was carried unanimously.

The library will advertise for applicants to fill the vacant board position and Scott and Amy will evaluate the candidate(s) who apply.

There was a discussion about adding a checklist to the board application to include these areas of expertise:

board experience	human resources
education	library background
finance	outreach
fund raising	volunteerism

Bulletin Board Policy

Some changes were made to this policy.

MOTION to accept the changes to the bulletin board policy was made by Amy and seconded by Joe; the motion was carried unanimously.

**Ogden Farmers' Library Board of Trustees Meeting
Minutes for May 27, 2015**

Substitute Cleaner

John reported that the library has no substitute cleaner if the regular one is not available. Nancy suggested checking with cleaning services to see what they would charge for use on an occasional basis.

ACTION ITEM for John

John will check with some cleaning services to get prices.

Annual Report

It was noted that circulation is down; John stated that is to be expected since there are more options now. "Door numbers" are good. Differences from last year in the circulation numbers of electronic books are due to a change in how items are counted.

MOTION to accept the annual report was made by Amy and seconded by Shery; the motion was carried unanimously.

Informational Item

Summer Reading Program: John stated that this year's theme is "Heroes", which includes firemen, police, military, etc., in addition to "Superheroes".

Executive Session

The board went into Executive Session at 7:55 p.m. John Cohen was invited to attend. The Executive Session ended at 9:10 p.m.

Public Comments None

Adjournment

MOTION to adjourn was made by Amy and seconded by Shery; the motion was carried unanimously. The board adjourned at 9:14 p.m.

Respectfully submitted by Linda Tague.