

## Ogden Farmers' Library Board of Trustees Meeting 11/19/2015

**Present:** Scott Ferris (VP), Nancy McGuire (President), Joe Vaccarella (Treasurer), Shery Walker, Amy Holko, Sara Snarr, Kim O'Connor

**Excused:** Linda Tague (Secretary), Leslie Kofron

**Absent:**

**Also Present:** John Cohen (Library Director)

1. President Nancy McGuire called the meeting to order at 6:32 pm

2. **Action on Minutes**

First order of business was to review minutes from prior meetings. It was noted that the September meeting was held on September 17, 2015, not September 16, 2015 and that the library Director was not present during the Executive Session. Related meeting notes will be corrected. With corrected dates, Shery made motion to accept the minutes as presented for the September 16, 2015 and the October 15, 2015 meetings. Scott seconded the motion. Motion carried.

3. **Public Comments**

Dan Feeney addressed the board expressing his opinion regarding a recent personnel matter at the library.

4. **Correspondence**

John presented a Thank You from downtown for the library's assistance to in home patrons.

5. **Friend's Report**

John Cohen presented the report for Linda Tague. The book sale netted \$1236.90.

6. **President's Report**

- a. Nancy is creating a document summarizing the role of a library trustee. Scott offered to work on this document which will be forwarded to the board for review.
- b. It was determined that an updated summary of Board member terms should be compiled.

7. **Treasurer's Report**

- a. Joe presented the 2015 financials to date and outstanding warrants to be paid. After discussion, Shery made motion and Kim seconded the motion to pay the warrants that were presented.

8. **Special Business**

- a. Budget – Joe presented the 2016 operating budget for review. After discussion, Scott made motion and Joe seconded the motion to accept the budget as presented. Motion carried.

9. **Annual Meeting**

- a. Slate of officers was presented as follows: Treasurer: Joe, President: Nancy, Vice President: Scott, Secretary: Linda. Amy made motion and Shery seconded the motion to accept the slate of officers as presented
- b. Annual Organizational Meeting was conducted. John presented the list of holidays and administrative days for calendar year 2016. Amy moved and Shery seconded the motion to approve the Organization Meeting with corrections. Motion carried. It was also

decided that in 2016 the board will meet every other month with additional meetings in the spring and fall for a total of 8 scheduled board meetings during 2016. Regular board meetings will be conducted on the 3<sup>rd</sup> Thursday at 6:30 pm during the months of January, March, April, May, July, September, October, and November.

**10. Director's Report (with Librarians' Report)**

- a. John presented a Personnel Report requesting revisions to current job descriptions to more accurately reflect responsibilities and duties. Further discussion is planned regarding this matter for the January meeting. Sara made a motion seconded by Scott to accept the Personnel Report with changes.

**11. Old Business**

- a. Filtering on the wireless & e-rate: John is seeking clarification from MCLS if filtering is necessary
- b. \$0.50 hold fee
  - i. Friends cost: Half price (\$0.25)
  - ii. Start date: After discussion, Sara made motion seconded by Shery to establish the new Friends Hold Fee of \$0.25 effective as of 11/20/15.
- c. Update on social media policy and keys from previous meeting: Still in progress, however town can rekey the locks at the library if it becomes necessary. Social media policy will be on the agenda of the next meeting.

**12. New Business**

- a. Library Assistant position-John recommended this position be classified as a Professional Position and that the Young Adult Library Assistant's responsibilities include Communication, Outreach and Technology. Joe made a motion seconded by Kim to accept the recommended changes. Motion carried.
- b. Coverage for library staff lunch-Annual staff luncheon to be held December 17, 2015 at noon. Board members volunteered to cover the circulation desk during the staff luncheon.
- c. Community Video-Subject tabled until next meeting.
- d. Internet Policy-Recommended revisions to the internet policy were presented. After discussion Shery made motion seconded by Kim to accept the revisions as presented.
- e. Job descriptions-John is in the process of updating job descriptions.
- f. Policy Review-the board will continue the ongoing review of library policies. Nancy and John will present a plan for ongoing regular review of library policies at the January meeting.

**13. Informational Item – NYLA membership and conference-Tabled**

**14. Executive Session**

- a. Amy made a motion seconded by Sara to move into Executive Session. The motion carried. The board entered Executive Session at 8:15 pm. At 9:21 pm the board exited Executive Session after a motion was made by Amy and seconded by Sara.

**15. Public Comments**

- a. No further Public Comments were made.

16. Meeting was adjourned at 9:21pm by motion made by Amy and seconded by Joe.