

**OGDEN FARMERS' LIBRARY
BOARD OF TRUSTEES MEETING
THURSDAY, NOVEMBER 18, 2010**

Present: Lori Murtaugh, Don Specht, Doreen Castano, Corinne Goeke, David Moore, Sherrie Walker, Alpa Khandhar, Roger Ressler

Also Present: Jenifer Magee – Library Director, Tom Cole-Town of Ogden Liaison

President Lori called the meeting to order at 6:02 p.m.

Executive Session – A motion was made by Corinne and seconded by Roger to go directly into Executive Session at 6:03 p.m. to discuss a personnel matter. **Motion Passed** (The board came back into public session at 6:30 p.m.)

Director's Benefit Package – Dave made a motion and Sherrie seconded it that based upon Jenifer's request to elect Option #2 of the benefits options, the trustees will pay for 75% of a family medical plan and 3% of her annual salary (\$50,000) to the appropriate IRA. **Motion Passed**

Approval of Minutes – Dave made a motion to approve the meeting minutes of September 16, 2010, as submitted. Sherrie seconded it. **Motion passed**

Financial Report – After hearty and appropriate discussion, a motion was made by Sherrie and seconded by Corinne to accept the report as submitted. **Motion Passed (1 abstention-Dave)**

NOTE: The 2010 budgetary transfers will be completed in late December and will be submitted to the trustees at the January meeting. Also, a letter from our auditing firm (Jeffers & Birnie) was received dated 11/15/10 and Jen made copies for everyone. This will be discussed at our January meeting. Jen will also order the 2011 version of Quick Books for Cindy Lott, herself, and another staff member and they will be trained in its use.

Statistics – Motion: Corinne; Second Doreen to accept the report as submitted. **Motion Passed**

Librarian Reports – A very positive and lively discussion transpired based upon the submitted reports. Dave made a motion to accept the reports and Sherri seconded it. **Motion Passed**

Director's Report & Goals

Director Jen had submitted a lengthy report that had the trustees excited and proud of the library's progress since she came on board. The board then discussed possible Director's goals for 2011 and will be discussing this further in January. A motion was made by Doreen and seconded by Roger to accept the report as submitted.

Motion Passed

Other Business

- **Depot Branch** – Doreen shared copies of minutes from the Depot Board of Directors, the Canal Museum, and also the Friends of the Library. She also said that she had submitted an application to partnership with the Erie Canal Heritage Corridor, which they had received.

Old Business

- **Insurance Questions** – Jen stated that based upon discussions with several individuals, she recommended that the library collection be insured for \$1 million. After a discussion, a motion was then made by Corinne and seconded by Sherrie to raise our insurance coverage for the collection to \$1 million and also \$1 million for liability coverage for the officers and trustees. **Motion Passed**

- **Ethics Statement, Whistle Blower, Records Retention, Conflict of Interest** – this discussion was tabled until our January meeting.

New Business

- **Staff Evaluations** – this topic generated much discussion and in the end, a motion was made by Dave and seconded by Corinne to purchase \$200 gifts cards for those staff members who work over 10 hours per week and a \$100 gift card for those who work under 10 hours per week and smaller gift cards for pages.

Motion Passed with 1 Nay and one abstention.

- **Policy and Procedures Manual** – Items from board members were shared with Jen to be included in the new manual.

Adjournment: Motion made by Doreen and seconded by Corinne to adjourn at 8:21 p.m.
Motion Passed

Next meeting is scheduled for Thursday, January 20, 2011 commencing at 6:00 p.m.

Respectfully Submitted,

C. Roger Ressman, Secretary