

**Ogden Farmer's Library  
Board of Trustees Meeting    November 15, 2012**

**Approval of Minutes:** Changes were made to July 12, 2012 as follows; Corinne was not present, Ann Strang will be acting director of the library for 4-6 weeks during Jen's medical leave not 46 weeks and "will distribute", only once in sentence. Shery made a motion to accept these minutes with changes. Corinne seconded motion. Motion was passed. September 20, 2012 minutes were accepted as presented. Amy made the motion to accept. Corinne seconded the motion.

**Present:** Rhonda Penders, Nancy McGuire, Amy Holko, Maggie Ciesinski, Ann Strang, Corinne Goeke, Shery Walker and John Kopcienski.

**Not present:** Jill Coffey and Tom Cole

Meeting called to order at 6:00PM by President of the Board Rhonda Penders.

**Line item transfers:** Corinne explained the need to transfer monies from the different line items discussed. We will need 10 new computers in the near future. Shery made a motion to transfer the monies. Maggie seconded the motion. Motion was passed.

**Donations:** Corinne stated that the donation from the Rotary Club for a new copier will be done once the toner has been depleted on the current copier. We received a donation from the John Bacher family for a dictionary. Kate Vreeland will be asked to order the dictionary and a stand for it. Thank you notes were sent.

**State of the Library:** The position of Library Director is vacant. Rhonda stated that Sue Swanton (hopefully) will be the new Interim Director until we fill the position of Library Director. Sue is the retired Director from the Gates Library. After the holiday season, we have a search committee in place to begin looking for a new Director.

**Financial Reports and Statistics:** Corinne reported that we are "on target" and financially, the library is in good shape. No ordering of books or other items by the librarians until after 1/13/13. Shery made a motion to accept these reports as presented. Amy seconded the motion. Motion was passed.

**Director's Report:** None.

**Old Business:** Corinne stated that the Town of Ogden gave a 4% increase to the Library budget for the year 2013. The Board decided to give a **cost of living raise** of 3% to the library employees. This is **not** a merit raise. Raise will be effective as of 1/1/13. Shery made a motion for the cost of living raise. John seconded the motion. Motion was passed.

**New Business:**

A confidentiality contract will be written for the staff for next year.

Corinne made a motion to withdraw monies, not to exceed \$275, from the Building Fund to purchase a new vacuum cleaner. Maggie seconded the motion. Motion was passed.

**MCLS Document of Understanding-** Corinne explained that this was our contract with MCLS and our cost shares. They are holding steady. Corinne made a motion to accept the contract. Amy seconded the motion. Motion was passed.

**MCLS Policy Smartphone Apps**-Corinne made a motion to accept the policy. Shery seconded the motion. Motion was passed.

**MCLS Policy Direct Access Plan Update**-Anne reported that this was a FYI for the State.

**December Food Drive** is being held 11/26/12 to 12/17/12. Information regarding food drive in our packets.

**Christmas Luncheon for staff**- December 13. Board members that can “man” the library on this date would be appreciated so that the staff can go “offsite” for lunch. Friends have generously provided the monies once again. Thank you again!

**Morabito Trust Fund**-There is \$680,000 invested in a Fixed Income fund with \$10,000 income each year coming to the library.

**Pay Phone**-GONE!

**Ovation payroll and time tracking software**-We will be switching to the new company in January with online time sheets.

**Additional board members**-We still need one more board member. Discussion tabled until next meeting.

**Organization Letter for 2013 including officers for 2013**-Letter was reviewed. FYI.

**Personnel Policy Update**-Maggie will be e-mailing the Board members her findings and recommendations. Discussion by the board members present. No action taken at this time.

**Personnel:** A former employee applied for unemployment. Corinne returned letter of protest.

Sue Swanton, as stated, will hopefully be the new Interim Director.

Committee will be formed to search for a new Director.

Rhonda and Corinne will discuss new retirement options for the new Director.

**Correspondence:** We have received thank-you notes and monies from various patrons.

**Motion to adjourn:** Corinne made a motion to adjourn the meeting. John seconded the motion. Motion was adjourned at 8:05PM.

Next Board of Trustees meeting will be January 17, 2012 at 6:00PM.

Respectfully submitted,

Shery Walker