

**Ogden Farmer's Library
Board of Trustees Meeting**

Approved Minutes: November 21, 2013

Present:

Maggie Ciesinski
Corinne Goeke
John Kopcienski
Nancy McGuire
Joe Vaccarella
Susan Preston
Shery Walker

Excused:

Amy Holko

Absent:

Also Present: John Cohen, Carol Nellis Ewell,

Maggie Ciesinski, President of the Board, called the meeting to order at 6:00 pm.

Agenda Changes

The date on the agenda was corrected to read November 21, 2013.

Added statistics under Director's Report

Added Long Range Plan Development under New Business

Sherry MOVED and Susan SECONDED THE MOTION to accept the agenda changes. The MOTION WAS CARRIED UNANIMOUSLY.

Public Comment

None

Approval of Minutes

Minutes from the October 10, 2013 board meeting were reviewed. Sherry MOVED and Susan SECONDED THE MOTION to accept these minutes without changes. The MOTION WAS CARRIED UNANIMOUSLY.

Special Action

The board considered the application of Joe Vaccarella to become a member of the board. Corinne MOVED and Susan SECONDED THE MOTION to invite Joe Vaccarella to join the board. The MOTION WAS CARRIED UNANIMOUSLY. Joe joined the meeting as a board member.

Correspondence

- A letter was received from Sue Swanton thanking the board for the flowers and gifts she received at the last board meeting.
- A letter was received from the Spencerport Ecumenical Food Shelf thanking the library for the food collected during the library's Food for Fines Food Drive

Personnel Report

Roberta Voelkl will be out of work through approximately January 1st. Her Wednesday nights on the Reference Desk are being covered by John Cohen, Tracy Mahoney and Hannah Squires.

President's Report

There have been two applications to join the board. John Kopcienski offered to call the individuals. Shery volunteered to talk to the applicants with John.

Maggie drafted a document with the criteria to evaluate John Cohen in his position as Library Director. The document has been reviewed with John.

Treasurer's Report

The financials continue to look good. Cash flow into the next year is always a concern. This year, after doing some projections, the treasurer and director feel there are sufficient funds to tide us over until we get our public support from the town in February, 2014.

The librarians have been told there is no reason to halt the purchasing of books at the end of the year as it has historically happened in the past. We have a much better handle on the materials budget with a monthly report going to all librarians and the library assistant showing them how much is left for them to spend.

Shery MOVED and John Kopcienski SECONDED THE MOTION to accept the financial reports and warrants
The MOTION WAS CARRIED UNANIMOUSLY.

Director's & Librarians' Report

New computers have been installed in the public area, at the circulation desk and at the reference desk. Some computers removed will be redeployed to staff, at the card catalog, and be saved as spares. There was an issue with the parallel port interface of the receipt printers at the circulation desk; the new computers do not have parallel ports. Personnel from MCLS Library Automation Services took parallel port boards from some old computers and installed them in the new computers and got us up and running. Purchase of new receipt printers should be considered. The same applies to the old scan guns we have. Corinne was thanked for the 12 hour day she put in to help install the computers (in Roberta Voelkl's absence). Credit goes to Roberta and Supervisor Gay Lenhard for lobbying to get the library the funds to buy the new computers.

John Cohen pointed out the Circulation Statistics from earlier in the year don't match reality. Data was collected manually and does not match what is in the computerized circulation records. John will go back and redo the statistics for earlier in the year when he has an opportunity.

Old Business:

Holiday Schedule

John Cohen presented closing dates in 2013 for the Town of Ogden and MCLS. We may try to have our 2014 closing dates mirror those. The library was open Veterans Day and the door count was 1/3 of a normal Monday

2014 Budget

The Town of Ogden has passed their 2014 budget and agreed to give us the amount of money we requested. Thank you to the Town of Ogden for their continued support of the library.

Corinne MOVED and Shery SECONDED THE MOTION to accept the 2014 library budget as presented. The MOTION WAS CARRIED UNANIMOUSLY.

New Business:

Decision making and Library Policy

The amount of board oversight of the director's management of the staff was discussed. It was agreed that managing the staff is the job of the director and the director has the flexibility to manage the staff as he sees fit.

Library Personnel Policy Discussion

The Personnel Policy states that Bereavement Leave for close relatives is ½ day. John Cohen felt that is unrealistic and should be changed to 1 day. John also questioned under BREAKS the sentence "Breaks are an employee privilege, not a right of employment and will not be abused." Breaks are mandated by law.

Shery MOVED and John Kopcienski SECONDED THE MOTION to change Bereavement Leave for close family (uncles, aunts, nieces, nephews, and first cousins) to 1 day and to strike the first sentence under BREAKS which stated "Breaks are a privilege". The MOTION WAS CARRIED UNANIMOUSLY.

Training Days

John Cohen stated that many libraries in the area close one morning a month for staff meetings and staff training. John is considering adopting the same practice in our library.

Board Meeting Schedule

John Cohen would like to have the board meet monthly. That would make the meetings shorter and allow for more timely action on issues. He asked that the board consider this before the organizational meeting in January.

Long Range Plan

John Cohen stated that the library needs to get started on the Long Range Plan. He is looking for board members to join a steering committee. Board members asked to see samples of library long range plans before committing to joining a steering committee.

Information Items

John Cohen shared with the board a current issue that continues to show up in library journals and other media. People viewing pornography via library computers has become a polarizing topic, with the ALA making a stand that it is legal and must be allowed and others stating it is not legal and should not be allowed. John was not asking for the board's position, he was just stating what is being discussed.

Public Comments

None

There being no further business, Shery MOVED and Nancy SECONDED THE MOTION to adjourn the meeting. THE MOTION WAS CARRIED UNANIMOUSLY. Maggie adjourned the meeting at 7:25 pm.

Next Board Meeting:

Thursday, January 16, 2014, 6:00 p.m.
Town Meeting Room

Respectfully Submitted,

Corinne Goeke