

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

**Approved Minutes:** November 20, 2014

**Present:**

Scott Ferris  
Corinne Goeke  
Amy Holko  
Nancy McGuire  
Joe Vaccarella  
Shery Walker

**Excused:**

Leslie Kofron  
John Kopcienski

**Absent:**

Maggie Ciesinski

**Also Present:** John Cohen, Linda Tague

Nancy McGuire, President of the Board, called the meeting to order at 6:35 pm.

**Agenda Changes**

New Business

- Discussion around a raise for the Director
- Payment of medical insurance for full time employees

Joe MOVED and Shery SECONDED THE MOTION to accept the agenda changes as detailed. The MOTION WAS CARRIED UNANIMOUSLY.

**Approval of Minutes**

Minutes from the September 18, 2014 board meeting were reviewed. The minutes were clarified to state that the board requested the statistics and financials be provided in a spreadsheet format.

Corinne MOVED and Scott SECONDED THE MOTION to accept the minutes from the September 18, 2014 board meeting with the above change. The MOTION WAS CARRIED UNANIMOUSLY.

**Public Comment**

Linda Tague, one of the Ogden Farmers Library Friends' Liaisons informed the board that the Friends have two new officers. Mary Anderson is the President, JoAnne Maier is the Vice President. Linda and Carol Nellis-Ewell are still Board Liaisons.

**Executive Session**

Shery MOVED and Joe SECONDED THE MOTION to go into Executive Session at 6:40 pm to discuss a personnel issue. The MOTION WAS CARRIED UNANIMOUSLY.

Corinne MOVED and Shery SECONDED THE MOTION to come out of Executive Session at 6:47 pm. The MOTION WAS CARRIED UNANIMOUSLY.

## **Budget**

The budget was reviewed. The Board adjusted the salary line to give our Director, John Cohen, a 4% increase instead of the proposed 2%. The additional money will come from our reserves.

The full time employees' health insurance falls under the Professional Benefits line. The premium costs went up 13% from last year. The library will pay 75% of a single policy with the remaining 25% being paid by the employee. Corinne stressed that health insurance costs need to be looked at on a yearly basis. With the way health care costs continue to rise, it is not prudent to just "do what we did last year."

Shery MOVED and Joe SECONDED THE MOTION to accept the 2015 budget with the above change. The MOTION WAS CARRIED UNANIMOUSLY.

## **Special Action – Organizational Meeting**

The following changes were made to the Organizational Meeting minutes:

- Added Scott Ferris
- 2015 Budget amount is \$537,657.57
- Slate of officers for 2015 will be
  - President – Nancy McGuire
  - Vice President – Scott Ferris
  - Treasurer – Joe Vaccarella
  - Secretary – vacant at present
- Shery Walker's and Amy Holko's terms expire in January 2015. They both agreed to serve another five year term.
- Correct budget date in the document to 2015.
- All checks are to be signed by a board member and a staff member. Two board members or two staff members is not allowed.
- Check signers are:
  - Staff: John Cohen and Anne Strang
  - Board: Nancy McGuire and Joe Vaccarella
- The library will be closed to the public until 10:00 a.m. on the third Friday of every month.
- Future Library Board Meetings will start at 6:30 p.m. to accommodate the schedules of the board members.

Corinne MOVED and Scott SECONDED THE MOTION to accept the Organizational Meeting Minutes with the above changes. The MOTION WAS CARRIED UNANIMOUSLY.

## **Correspondence**

None

## **President's Report**

None

## **Treasurer's Report**

Corinne pointed out that the *Budget Line 8014 – Bank Fees* was showing an amount spent of \$5866 where only \$83.30 was budgeted. This is due to the Morobito Trust. Trust changes must be entered into Quickbooks on a quarterly basis. The Investment Fees are paid within the trust. The entry for these

Investment Fees were erroneously put under Bank Fees in Quickbooks. Corinne and John C. will change this and confer with our auditors to determine how to better enter the quarterly numbers from the Morobito Trust.

*Budget Line 8110 – FICA* was budgeted wrong for 2014. We included only Social Security and neglected to include the Medicare portion. This was corrected for the 2015 budget. Regardless, the bottom line for personnel costs are right on target.

Our reserve funds in the M&T Savings account are sufficient to carry the library through to mid-February, when we will get our 2015 public support check from the Town of Ogden.

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

### **Director's & Librarians' Report**

John C. stated that the past couple of months have been really busy for him with many commitments. Things have "calmed down" now. He plans on resuming his weekly reports to the board.

### **Personnel Report**

none

### **Old Business**

Vacation Schedule – John C. requested changes to the Vacation Policy to make it more equitable for full time and permanent part-time employees.

Joe MOVED and Shery SECONDED THE MOTION to amend the Personnel Policy to include the vacation schedule changes as proposed. These changes become effective on January 1, 2015. The MOTION WAS CARRIED UNANIMOUSLY.

### **New Business**

None

### **Informational Items**

The staff has started planning events to celebrate the library's Bicentennial in 2015. January will kick off with a birthday party for the library. Many more events are in the works.

### **Public comment**

None

There being no further business, Amy MOVED and Corinne SECONDED THE MOTION to adjourn the meeting. THE MOTION WAS CARRIED UNANIMOUSLY. Nancy adjourned the meeting at 8:05 pm.

### **Next Board Meeting**

Thursday, January 15, 2015, 6:30 p.m.

Library Meeting Room

Respectfully Submitted,

Corinne Goeke