

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

Approved Minutes: October 10, 2013

Present:

Maggie Ciesinski
Jill Coffey
Corinne Goeke
John Kopcienski
Nancy McGuire

Excused:

Amy Holko
Susan Preston
Shery Walker

Absent:

Also Present: Sue Swanton, Linda Tague, John Cohen

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

Maggie recognized Susan Swanton, former Interim Director, for all her work, time and wisdom while we searched for a new director. Susan was presented with a certificate of appreciation and a gift basket.

Agenda Changes

The date on the agenda was corrected to read October 10, 2013

Approval of Minutes

Minutes from the July 18, 2013 board meeting were reviewed. Nancy MOVED and Jill SECONDED THE MOTION to accept these minutes without changes. The MOTION WAS CARRIED UNANIMOUSLY.

Public Comment

Linda Tague, President of the Friends of the Ogden Farmers' Library announced that she and Carol Nellis Ewell are the official liaisons from Friends. They will alternate attending the board meetings.

Laura Richardson, Librarian, questioned the changes made to the amount a professional employee has to contribute to his/her health care premium. Corinne and Maggie agreed to review the numbers and stated that it was not intended to create a hardship for the employee, just to make the benefits paid more equitable for all professional employees.

Zazzle Presentation

John Cohen presented his ideas for a "Print Shop on Demand." He demonstrated a website called Zazzle.com that allows an organization to put their logo on items (cups, hats, ties, iPhone cases, etc.) The library could set the price above what Zazzle charges and raise funds this way. The profit would belong to the library. Sales tax on any items sold is collected and paid by Zazzle to New York State.

Correspondence

The library received a thank you note from Girl Scout Troop 60164 for the use of the meeting room for their troop meetings. This is the same troop that weeded the Children's Garden for us. John Cohen will send a thank you note to the troop for their much appreciated efforts in the garden.

Personnel Report

Patrick Montenaro was hired as a clerk. Alicia LaMere of AC Accounting was working out very well in

doing the library's bookkeeping. Corinne MOVED and John Kopcienski SECONDED THE MOTION to accept the Personnel Report without changes. The MOTION WAS CARRIED UNANIMOUSLY.

President's Report

Maggie and John Cohen met with Andy Postiglione of Bene-Care, our health care benefits broker. Two health care plans were identified, one consistent with the plan we have had in past years (Copay) and a High Deductible Health Care (HDHC) plan. Banks are now on board with setting up Health Savings Accounts (HSA) to work with the HDHC plans. In order to put a Premium Only Plan (POP) in place which would allow someone to pay their health care with pre-tax dollars, someone would have to select the HDHC plan. The fee to the library for the POP would be \$180 per year.

Nancy MOVED and Jill SECONDED THE MOTION a motion to allow Maggie, Corinne, and John Cohen to investigate and, if they see fit, to alter to amount that the professional staff pay for their portion of their health care premiums. The MOTION WAS CARRIED UNANIMOUSLY.

Treasurer's Report

Corinne reported that all is well. The new bookkeeper was working out extremely well. John Cohen has the 2014 budget well in hand. Everything is on track. Nancy MOVED and John Kopcienski SECONDED THE MOTION to accept the financial reports The MOTION WAS CARRIED UNANIMOUSLY.

Director's & Librarians' Report

The new computers have arrived. It was hoped to deploy them on Columbus Day, but Library Automation Services (LAS) can't make it out to our library until November. LAS is needed to install the software that controls patron logins and printing.

John Cohen attended the NYLA Conference in Niagara Falls and reported on the trends he saw.

The board commended John Cohen for sending out his weekly report. The board also liked the way John submitted his list of wanted items to the Friends.

John attended the Friends' meeting. The Friends agreed to fund six items (for which the board thanks them):

1. Up to \$300 for the staff Christmas lunch; does not include paying for any alcohol
2. \$140 for prizes for the gingerbread house contest
3. \$200 for the software for the READ poster
4. \$300 for a new logo prepared by a graphic artist
5. \$750 for a new pamphlet display
6. \$250 for one set of slat wall end caps

Old Business:

The question of whether or not we open on Saturdays in the summer is still being debated. John Cohen suggests that we stay open on Saturdays until school ends in late June.

New Business:

MCLS document of understanding was presents. Nancy MOVED and Jill SECONDED THE MOTION to approve and sign the MCLS document of understanding. The MOTION WAS CARRIED UNANIMOUSLY.

2014 Holiday Schedule – it needs to mesh with the holiday schedule for MCLS and the Town of Ogden. John Cohen will research this.

A “Display Case Use” policy is needed. Such a policy needs to be flexible to reflect that if the case is not in use, a commercial entity can use it. Cases have arisen in the past when the case was empty and a commercial enterprise stepped up and filled the case when asked.

Disposing of the old computers - Discussion ensued around allowing John Cohen to wipe the hard drives and dispose of them. Corinne MOVED and John Kopcienski SECONDED THE MOTION to allow John Cohen to sell the old computers as he sees fit at a fair market price to the public or employees. The MOTION WAS CARRIED UNANIMOUSLY.

A Technology Planning committee has been formed. On it is Roberta Voelkl, Laura Richardson and John Cohen. They would like a board member to join them.

Columbus Day Staff In Service Day – Staff that is scheduled to work on that Monday will be paid for the number of hours they are normally scheduled to work. Staff not scheduled to come in that day will get paid the number of hours they actually do work.

Executive Session

Corinne MOVED and Jill SECONDED THE MOTION to go into Executive Session at 7:22 pm, with John Cohen present, to discuss a personnel issue. The MOTION WAS CARRIED UNANIMOUSLY.

Corinne MOVED and John Kopcienski SECONDED THE MOTION to come out of Executive Session at 7:40 pm. The MOTION WAS CARRIED UNANIMOUSLY.

Other Matters:

Jill Coffey tendered her resignation from the Board for personal reasons, effective at the end of this meeting. The Board regretfully accepted her resignation and thanked her for her service and for stepping up when we needed a board secretary.

There being no further business, Corinne MOVED and Nancy SECONDED THE MOTION to adjourn the meeting. THE MOTION WAS CARRIED UNANIMOUSLY. Maggie adjourned the meeting at 7:52 pm.

Next Board Meeting:

Thursday, November 21, 2013, 6:00 p.m.
Town Meeting Room

Respectfully Submitted,

Corinne Goeke