

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

**Approved Minutes:** September 18, 2014

**Present:**

Scott Ferris  
Leslie Kofron  
Nancy McGuire  
Joe Vaccarella  
Shery Walker

**Excused:**

Maggie Ciesinski  
Corinne Goeke  
John Kopcienski  
Amy Holko

**Absent:**

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

Nancy McGuire, President of the Board, called the meeting to order at 6:02 pm.

**Agenda Changes**

New Business: Meeting room

**Approval of Minutes**

Minutes from the July 17, 2014 board meeting were reviewed.

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

**Public Comment**

None

**President's Report**

None

**Treasurer's Report**

Presented by John Cohen in Corinne's absence. State standard is for a board to approve bills before they are paid. Could have an Executive Committee to approve bills or have the board meet every month to approve bills. Maybe pre-approve by phone every month expenses such as electric and salaries. The state cannot do a "Procedures Audit" because of our status as an association library.

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

**Director's & Librarians' Report**

- Commitment to more performance appraisals.
- Meeting room usage- implement fees/ look at policies.

- Send MCLS statistics and treasurer's report in a spreadsheet to board members.
- MCLS Document of Understanding states what they will do for us and what we owe to them. It is a three year contract with a 1% increase each year through 2017.
- State Audits- New not for profit laws may affect us. List coming from state to help libraries comply with this.
- MCLS Budget Kits available.

### **New Business**

A motion was presented to create a Principal Library Clerk Position. This position would take some of the workload off the director. Leslie MOVED and Shery SECONDED THE MOTION to accept to create a position of Principal Library Clerk. The MOTION WAS CARRIED UNANIMOUSLY.

A motion was presented to appoint Sheila Wimer as the Principal Library Clerk. Sherry MOVED and Joe SECONDED THE MOTION to appoint Sheila Wimer as Principal Library Clerk. The MOTION WAS CARRIED UNANIMOUSLY.

The MCLS Document of Understanding for 2015 was presented for approval. Shery MOVED and Leslie SECONDED THE MOTION to accept the MCLS Document of Understanding. The MOTION WAS CARRIED UNANIMOUSLY.

### **Old Business**

The final version of the Long Range Plan was presented. Leslie MOVED and Shery SECONDED THE MOTION to approve the Long Range Plan. The MOTION WAS CARRIED UNANIMOUSLY.

### **Public comment**

None

### **Executive Session**

Shery MOVED and Leslie SECONDED THE MOTION to go into Executive Session at 7:46 pm, with John Cohen present, to discuss a personnel issue. The MOTION WAS CARRIED UNANIMOUSLY.

Leslie MOVED and Shery SECONDED THE MOTION to come out of Executive Session at 7:56 pm. The MOTION WAS CARRIED UNANIMOUSLY.

There being no further business, Shery MOVED and Joe SECONDED THE MOTION to adjourn the meeting. THE MOTION WAS CARRIED UNANIMOUSLY. Nancy adjourned the meeting at 7:58 pm.

### **Next Board Meeting**

Thursday, November 20, 2014, 6:30 p.m.

Library Meeting Room

Respectfully Submitted,

Leslie Kofron