Ogden Farmers' Library

Board of Trustees Meeting

Agenda March 19th, 2026 at 6:30pm in the Library meeting room

1. Call to Order / Agenda Changes **(ACTION REQUIRED)**
2. Action on Minutes **(ACTION REQUIRED)**
3. Public Comments - rules: Remarks are limited to 3 minutes. Remarks must be addressed to the entire board. Remarks must contain no personal attacks. The board does not respond during the comments section.
4. Correspondence
5. Friends Report: Vice-President Tague
6. President's report: President Hinkley
7. Treasurer's Report: Treasurer Messoloras **(ACTION REQUIRED)**
8. Director's Report (with Librarians' reports)
    a. Personnel Report **(ACTION REQUIRED if changes)**
9. Unfinished Business
    a. Policy review – Board Bylaws **(ACTION REQUESTED)**
10. New Business
11. Public comments – rules as above
12. Executive session if needed
13. Motion to Adjourn **(ACTION REQUIRED)**

Upcoming meetings:

Board of Trustees Meeting will be Thursday, March 16th, 2026 at 6:30pm in the library meeting room.

Library Jargon at-a-glance

ALA: American Library Association, advocates and lobbyists for the library industry.

AV: Audio-visual material, non-book materials such as video and audio cassettes, DVDs, CD-ROMs, CDs, records and slides.

CARL: Our Integrated Library System (See ILS)

Catalog: A listing of all the materials a library holds (sometimes called OPAC).

CIPA: Children's Internet Protection Act: A law that aims to protect children from pornographic sites. Library funding can be tied in to compliance.

Database: An electronic collection of data that can be searched in a systematic way.

Dewey Decimal system: The system of classifying library materials used in our library. The system allows books on a similar subject matter to be shelved near to each other, so that you can browse the collection according to your interests or needs.

ILL: Interlibrary Loan service which allows the Library to borrow or obtain items from other libraries.

ILS: Integrated Library System – the computer software that allows us to check in, renew, etc.

ISBN: International Standard Book Number. Books published since 1969 have one of these unique identifying numbers.

Journal: A print or electronic information source that is published at regular intervals under the same title. Sometimes journals may also be known as serials/ periodicals/ magazines.

MARC: The accepted standard for library records on computers.

Metadata: Data about data.

MLS: Masters in Library Science degree. The degree that one earns to be a librarian.

NYLA: New York Library Association.

OCLC: Online Computer Library Center. A library cooperative dedicated to providing access to information. They operate WorldCat.

OPAC: Stands for 'Online Public Access Catalog', how the public accesses our catalog.

RRLC: Rochester Regional Library Council – a cooperative of all libraries of all types in the Rochester area.

WorldCat: A catalog of library holdings around the world.

Ogden Farmers' Library

Board of Trustees Meeting Minutes

Agenda Feb. 19th, 2026 at 6:30pm in the Library meeting room

Present

- Alex Hinkley (Pres)
- Linda Tague (VP
- Amanda Metzger (Sec)
- Nick Messoloras (Treas)
- Laura Gannon
- Kathleen Britton
- Terri Monsees
- Rachael Holley

Excused

- Amy Holko

Also Present

- John Cohen (Library Director)

1. Call to Order / Agenda Changes **(ACTION REQUIRED)**
    a. Alex called the meet to order at 6:30pm
2. Action on Minutes **(ACTION REQUIRED)**
    a. Ellen Robillard's name is incorrect in item #3
    b. Meeting room is spelled incorrectly in item #7
    c. Upcoming meeting date was incorrect.
    d. MOTION to accept minutes of October 16, 2025, with changes was made by Rachael, second by Kathleen and approved unanimously.
3. Public Comments - rules: Remarks are limited to 3 minutes. Remarks must be addressed to the entire board. Remarks must contain no personal attacks. The board does not respond during the comments section.
    a. None
4. Correspondence
    a. Terri read an email that addressed a concern that the library did not have enough programming during the February Break.
    b. John had an email exchange with Mike Zale, Ogden Town Supervisor, about why the library closed in January. As a result, John would like to create an Inclement Weather policy in a future meeting to give clear guidance to this in the future.
5. Friends Report: Vice-President Tague
    a. Please find report included in Board Packet
6. President's report: President Hinkley
    a. None
7. Treasurer's Report: Treasurer Messoloras **(ACTION REQUIRED)**
    a. Balance sheet shows total assets at $1.23 million.

a. Total Liabilities and Equity on track with 2025
b. Net income at the end of the year should have been $0. John will look at why it wasn't.
c. MOTION to approve Warrant was made by Linda, seconded by Rachael and approved unanimously.

2. Director's Report (with Librarians' reports)
    a. Please find reports in Board Packet
        i. John also provided an update on the timeline of the process for the Long Range Plan for the library.
    b. Personnel Report **(ACTION REQUIRED if changes)**
        i. MOTION to approve the hiring of Ada Kofron and Nate Wright made my Nick, seconded by Laura and approved unanimously.
3. Unfinished Business
    a. Policy review – meeting room use policy **(ACTION REQUESTED)**
        i. MOTION to approve Meeting Room Use Policy, with changes, made by Kathleen, seconded by Laura, and approved unanimously.
        ii. John will communicate the results of this policy approval to Ellen Robillard.
    b. Collection event policy **(ACTION REQUESTED)**
        i. MOTION to approve Collection Event Policy, with changes, made by Linda, seconded by Rachael, and approved unanimously.
4. New Business
    a. Confirm new terms for trustees Britton, Holley, and Tague **(ACTION REQUIRED)**
        i. MOTION to renew terms of Britton, Holley, and Tague by Nick, seconded by Laura, and unanimously approved
    b. December 24, 2026 **(ACTION REQUESTED)**
        i. John proposes that the Library be closed December 24, 2026.
        ii. MOTION to approve closing on December 24, 2026 made by Linda, seconded by Laura, and approved unanimously.
    c. Tummonds Fund report **(ACTION REQUIRED)**
        i. MOTION to approve the Tummonds Fund report made by Rachael, seconded by Nick, and approved unanimously.
    d. Conflict of Interest forms **(ACTION REQUIRED)**
        i. Board members signed and submitted Conflict of Interest forms to John.
    e. Collection development policy **(ACTION REQUESTED)**

i. MOTION to approve the Collection Development Policy, with changes, made by Rachael, seconded by Nick, and approved unanimously.

b. IRA vs 401K

i. Asure has a 401(k) plan that the library could use.

1. With IRA, cost is absorbed by participant, with 401(k) plan, the library would absorb the cost.
2. BOT is not interested in pursuing this option because of increased cost.

2. Public comments – rules as above
    a. None
3. Executive session
    a. John was invited to stay by Alex.
    b. MOTION to enter executive session to discuss the performance of a specific staff member was made by Rachael, seconded by Linda, and approved unanimously at 7:30pm.
    c. MOTION to leave executive session was made by Kathleen, seconded by Laura,and approved unanimously at 8:05pm.
4. Motion to Adjourn **(ACTION REQUIRED)**
    a. MOTION to adjourn was made by Rachael, seconded by Linda, and approved unanimously at 8:07pm.

Upcoming meetings:

Board of Trustees Meeting will be Thursday, March 19th, 2026 at 6:30pm in the library meeting room.

- **Amanda will not be present. Rachael has volunteered to take minutes.**

Friends Liaison Report to the Library Board for March 19, 2026

The Friends held a meeting on February 23, 2026. Much of that meeting dealt with last October's book sale. During the sale, they asked customers where they heard about the sale (library web site, posters, et al.) and tracked their responses. This let them see which methods were most effective and they will concentrate their efforts on those areas in the future. They will no longer be tracking the quantity of different items sold (such as adult hardbacks and paperbacks, children's books, CDs, etc.) Since all items for sale are donations, there is no way to control what will be donated so this data did not yield any useful information. The first night of the sale is only for members of the Friends and patrons can join the Friends that evening if they wish to come that night for the best selection of items. There were quite a few people who did this in 2025 and that created a minor logjam at the entrance. For this year's sale they are planning to have volunteers at the entrance to the sale an hour before opening on Friends Night to sign up members.

The Friends asked the Director for additional tables for the sale: four 8' tables and one 6' table at about $275 each. They approved up to $1,500 for these tables, which the library will order.

The Blind Date with a Book fund raiser, which ran from January 12 – February 14, 2026, brought in $288. (That event made $174 in 2025.) They kept running out of books and had to supply more and commented that this was probably because the event was promoted more this year (such as on the library's facebook page). President Paula Yandow-Reilly suggested they try adding kids' books next year.

Paula is researching ideas for fund raisers and events that have been successful for other Friends groups and libraries. These will be presented at the next meeting.

The next meeting of the Friends will be on Monday, April 20, 2026 in the library meeting room.

Linda Tague

Friends Liaison to the Library Board

Warrant February 2026

Type	Date	Num	Name	Memo	Amount
Bill Pmt - Check	02/03/202 6		Key Bank	Credit card payment	-1,332.20
Bill Pmt - Check	02/03/202 6	21594	Blackstone Publishing	Audiobooks	-100.00
Bill Pmt - Check	02/03/202 6	21595	Demco-Equipment	Library supplies	-219.74
Bill Pmt - Check	02/03/202 6	21596	Frontier - Telephone	Fax line	-81.24
Bill Pmt - Check	02/03/202 6	21597	Hoopla	Ebooks	-1,229.31
Bill Pmt - Check	02/03/202 6	21598	Ingram	Books	-2,655.32
Bill Pmt - Check	02/03/202 6	21599	Kanopy, Inc.	Ebooks	-42.00
Bill Pmt - Check	02/03/202 6	21601	Matt Rogers	Program	-100.00
Bill Pmt - Check	02/03/202 6	21602	Midwest Tape	CDs and DVDs	-54.74
Bill Pmt - Check	02/03/202 6	21603	Monroe County Library System	Passes	-140.00
Bill Pmt - Check	02/03/202 6	21604	Quill Corporation	Office supplies	-10.34
Bill Pmt - Check	02/03/202 6	21605	Sarah Trowbridge	Book keeping	-90.00
Bill Pmt - Check	02/03/202 6	21606	Taste of Home	Books	-33.46
Bill Pmt - Check	02/03/202 6	21607	Toshiba Business Solutions	Copier upkeep	-51.08
Check	02/07/202 6	eft	Asure Payroll		-202.30
General Journal	02/17/202 6	MAR 04-14		1. Checks EFT for paycheck date	-14,386.97
General Journal	02/17/202 6	MAR 04-14		2. Payroll taxes EFT for paycheck date	-4,688.40
General Journal	02/17/202 6	MAR 04-14		1. Checks EFT for paycheck date - Paper Checks	-262.68
Bill Pmt - Check	02/17/202 6	21609	Blackstone Publishing	Audiobooks	-50.00
Bill Pmt - Check	02/17/202 6	21610	Hildebrandt Hospice Care Center	Donation for Tony's dad	-50.00
Bill Pmt - Check	02/17/202 6	21611	Ingram	Books	-2,530.16
Bill Pmt - Check	02/17/202 6	21612	Midwest Tape	CDs and DVDs	-69.73
Bill Pmt - Check	02/17/202 6	21613	Quill Corporation	Office supplies	-173.57
Bill Pmt - Check	02/17/202 6	21614	Sarah Trowbridge	Book keeping	-75.00

	Bill Pmt - Check	02/17/2026	21615	The Library Store, Inc	Library supplies	-20.50
	Check	02/27/2026		Asure Payroll		-8.84
	General Journal	02/27/2026				-14,491.98
					1. Checks EFT for paycheck date	8
	General Journal	02/27/2026			2. Payroll taxes EFT for paycheck date	-4,748.89
	General Journal	02/27/2026			1. Checks EFT for paycheck date - Paper Checks	-268.45
						-
TOTAL						**48,166.90**

Credit Card Transactions for February 2026

Central Bill
'0571966350836444

Account Name/Masked Account Number	Tran Date	Reference Number	Merchant Description	Amount
FARMERS LIBRARY COMPANY O-*8244	2/2/2026	Payment	AUTO PAYMENT - THANK YOU	-1332.2
JOHN COHEN-*3258	2/11/2026	Grantstation	TECHSOUP 4156339300 CA	119
JOHN COHEN-*3258	2/12/2026	Subscription fee	REMARKABLE OPS LLC COUNTY OF SUS DE	29
JOHN COHEN-*3258	2/18/2026	Program	IN *JAY MARCUS DANIELS COLLINGSWOOD NJ	400
JOHN COHEN-*3258	2/18/2026	Magazine	HCS*HIGHLIGHTSFORCHILD COLUMBUS OH	42
LEE COONEY-*2418	2/4/2026	Books	BOOKDEPOT 9056807230 NY	282.49
LEE COONEY-*2418	2/5/2026	Programs	BJS WHOLESALE #0075 WEBSTER NY	8.63
BRIDGET LADUCA-*5120	2/26/2026	Programs	COUNTRYMAX - SPENCERPO SPENCERPORT NY	75
OFL AMAZON-*6722	1/30/2026	Office supplies	Amazon.com*TH99X5M53 SEATTLE WA	48.92
OFL AMAZON-*6722	1/30/2026	Office supplies	Amazon.com*M962S09G3 SEATTLE WA	42.19
OFL AMAZON-*6722	1/31/2026	Programs	AMAZON MKTPL*TS84U1073 SEATTLE WA	24.51
OFL AMAZON-*6722	2/1/2026	Programs	AMAZON MKTPL*2W0E72JZ3 SEATTLE WA	22.99
OFL AMAZON-*6722	2/2/2026	Programs	AMAZON MKTPL*5Y3YD3A33 SEATTLE WA	174.55
OFL AMAZON-*6722	2/3/2026	Office supplies	Amazon.com*6K5HT11X3 SEATTLE WA	1.68
OFL AMAZON-*6722	2/5/2026	Programs	AMAZON MKTPL*OJ43G8XO3 SEATTLE WA	51.81
OFL AMAZON-*6722	2/6/2026	Office supplies	AMAZON MKTPL*A525M0U93 SEATTLE WA	58.45
OFL AMAZON-*6722	2/6/2026	Office supplies	Amazon.com*HZ9LQ6O93 SEATTLE WA	29.97
OFL AMAZON-*6722	2/9/2026	Programs	AMAZON MKTPL*UA9C44W93 SEATTLE WA	32.98
OFL AMAZON-*6722	2/11/2026	Programs	Amazon.com*VU64J8GR3 SEATTLE WA	19.97
OFL AMAZON-*6722	2/12/2026	Office supplies	Amazon.com*K65JP7H53 SEATTLE WA	7.02
OFL AMAZON-*6722	2/13/2026	Programs	AMAZON MKTPL*KM6SR3FH3 SEATTLE WA	9.98
OFL AMAZON-*6722	2/13/2026	Programs	Amazon.com*FL5R98V63 SEATTLE WA	19.97
OFL AMAZON-*6722	2/13/2026	Office supplies	AMAZON MKTPL*HY32U9IC3 SEATTLE WA	10.3
OFL AMAZON-*6722	2/13/2026	Programs	AMAZON MKTPL*5U8ZU6ZR3 SEATTLE WA	80.07
OFL AMAZON-*6722	2/13/2026	Programs	AMAZON MKTPL*6V4HI2SO3 SEATTLE WA	21.99

OFL AMAZON-*6722	2/13/2026	Programs	AMAZON MKTPL*KV97B7TT3	SEATTLE	WA		6.79
OFL AMAZON-*6722	2/20/2026	Office supplies	AMAZON MKTPL*AT6V23ZB3	SEATTLE	WA		27.94
OFL AMAZON-*6722	2/22/2026	Programs	AMAZON MKTPL*B15J31R81	SEATTLE	WA		121.44
OFL AMAZON-*6722	2/24/2026	Office supplies	Amazon.com*NA38C6CD3	SEATTLE	WA		23.87
SOPHIA SACCENTE-*2917	2/5/2026	Ebooks	OVERDRIVE DIST	2165736886	OH		1289.16
SOPHIA SACCENTE-*2917	2/11/2026	Programs	DUNKIN #352186	MEDINA	NY		9.99
KATE VREELAND-*8334	2/6/2026	Books	FINE*GARDENING	DES MOINES	IA		29.95

Statistics March 2026

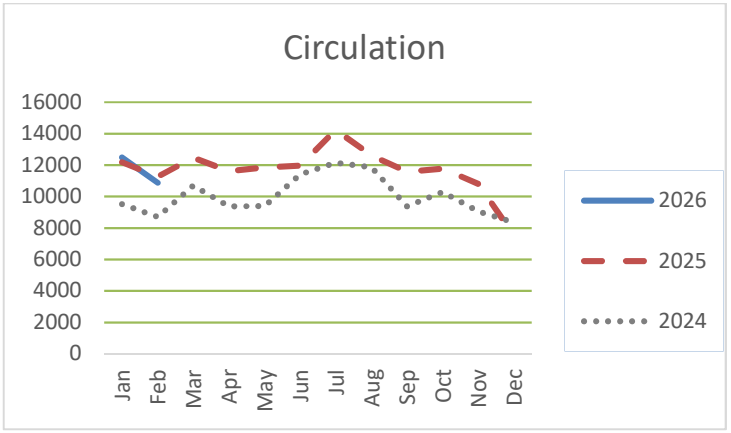
	2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Patron Count	50,663	3900	3935											7,835
Circulation	139,851	12494	10877											23,371
Reference requests - librarians	2,910	225	250											475
Reference requests - circ desk	2,250	200	200											400
PC Usage	2,653	198	204											402
I.L.L.s received	10,095	1029	778											1,807
I.L.L.s sent	11,466	1011	925											1,936
Programs														0
Baby Toddler	0	0	0											0
Baby Toddler Patron Count	0	0	0											0
Juvenile	142	13	11											24
Juvenile Patron Count	3,918	293	210											503
TEEN	82	8	7											15
TEEN Patron Count	659	53	38											91
Adult	54	2	2											4
Adult Patron Count	678	11	13											24
Family	1	1	0											1
Family Patron Count	40	26	0											26
Outside Use of Meeting Room	203	12	14											26
Outside Library Visits	21	1	0											1
Outside Library Visits Patron Count	2,346	14	0											14
														0
New Members	375	40	30											70

Ebooks:

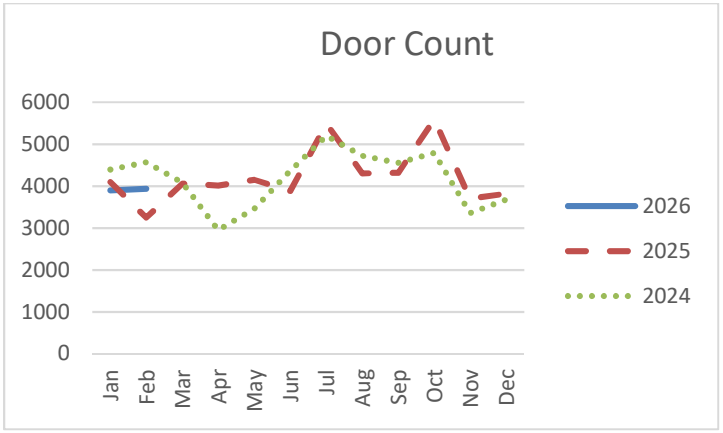
- January: 2576
- February: 2134
- March:
- April:
- May:
- June:
- July:
- August:
- September:
- October:
- November:
- December:

Statistical Graphs

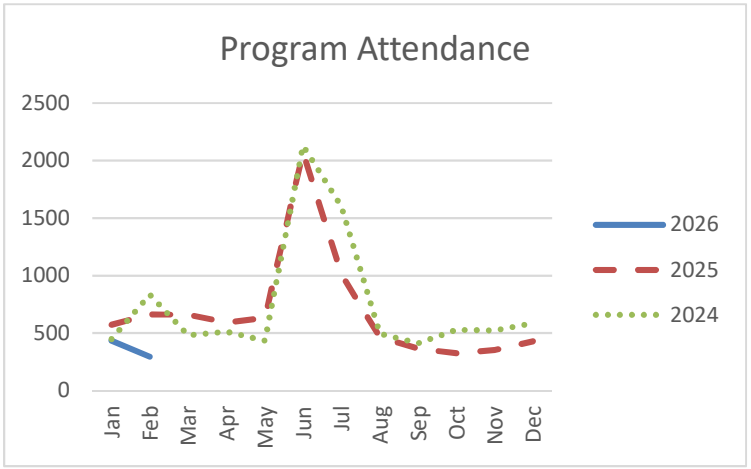
Circulation



Door count



Program Attendance



Director's Report March 2026

Collection: nothing to report

Facilities: nothing to report

Financial:

- There is a grant for rural libraries that stands a stronger chance of being awarded if its in cooperation with other rural libraries. I am working with the other rural libraries to see if there is something to submit that would benefit us all.
- We have received our annual payment from the Town.

Friends:

- I had to miss the last (rescheduled) Friends meeting. Paula sent me a summary.

Management: nothing to report

Outreach:

- The Penny Saver would like to add a "library corner" featuring a library per issue. Peter and I are working on our submission.
- The board should be receiving invites to MCLS's Legislative Breakfast.
- I was interviewed by News 10 regarding updating library standards at the state level; however they did not use my interview, instead using an interview with Emily Clasper of MCLS. Our library was in the B-roll, however.

Personnel:

- Julie will be changing her schedule to work daytimes only with hours made available by Kimberly's departure (see below).

Public:

- Sophia met with TAB on my behalf to collect answers from them on our 5 year plan.

Security:

- The town has begun to install the door locks for if the building should go in to lockdown.

System:

- Delivery is delayed frequently recently due to staff shortages.

Technology:

- I have arranged for MiFi training for our staff on the next Staff Development day.

Other:

- I was out for some of this period, hence the less full report.

Personnel Report March 2026:

Kimberly Wake has resigned as clerk. Her last day was March 12th, 2026.

Marli Worden has submitted her resignation as clerk. Her last day will be April 11th, 2026.

Children's Librarian Report to the Ogden Farmers' Library Board of Trustees

March 2026

Hello, everyone!

MCLS is partnering with Nazareth professor Missy Reed to bring more music and movement into children's programming in libraries and child care centers. Missy observed one of my story times and met with Bridget and I to offer feedback, suggestions, and resources for story times. She will be doing a free Music and Movement program for our patrons on March 18 and will be leading a workshop with several MCLS staff members at the end of the month.

I have my last rotation of preschool visits planned to end in May, so that I have plenty of time in June to promote summer reading at the elementary school libraries! Each preschooler goes home with a children's brochure for the month, and I mention the main event of the month to encourage them to visit the library. The BOCES class of high school seniors interested in early childhood careers was unable to visit on March 10 due to a transportation issue; hopefully, we can to reschedule.

Book displays for late February/March include: Black History Month, Lunar New Year, Easter, Ramadan/Eid al-Fitr, Pi Day (to promote my special program), and St. Patrick's Day. Passover will be added soon. We've got an updated Easter sticker, which the clerks have been helping me with to clean up the collection. Take and makes continue to be popular, with all 100 regularly being taken by the end of the month. Our clerk, Julie, has put together a Shamrock craft for March.

Our 30th anniversary Pokémon Club on February 26th was very popular; it was my first time using Perler beads to make the fused Pokémon charms, but I hope to use the supplies for more programs now that I have a better sense of the process. Sophia and I are hosting a volunteer program to have teens sort and organize the Perler beads to make them easier to use and store between programs.

We are hosting a Pi Day Celebration this Saturday (3.14) as part of the RMSC STEM Ambassadors program, complete with math and pie crafts (but no edible pie!). My story time on 3/17 is extended to include dancing to Irish music, light refreshments, and a take and make to celebrate St. Patrick's Day. April 1st is a family egg hunt around the library, with prizes and a spring craft to do in the meeting room. I've been collecting cardboard boxes for a "drive-in" movie on April 11th where attendees will decorate their cars before sitting in them for a movie.

Summer planning is coming along! I am working on the new BINGO boards and booking programs.

Best,

Lee Cooney

Ogden Farmers' Library Board Report – March 2026

Greetings, Members of the Board of Trustees! The teens have been asking me for gardening related programs. February is a bit cold to start a garden, so I put together a program focused on caring for marimos. These round balls of algae can live in small water enclosures and are easy to care for during any season. In this program the teens learned about how to care for these tiny plants and decorated homes for them. This event had 10 teen attendees. Later that week I brought back the Fleece Tie Blanket event, a program that was very popular last winter. It was popular again this year, with all 10 blankets being made by teens. Donuts and Writing club was focused on all things self publishing this month. We learned about how self publishing websites like Kindle Direct Publishing work and then made our own chapbooks. I had my usual group of 3 teens come to this month's club. For winter break I put on a Book Edge Decorating workshop, another program that was popular last winter. The teens created a bunch of really cool book edges and even learned how to apply gold foil! I had 7 teens come to this program.

The Teen Advisory Board met again this month and started discussing all things summer reading. Summer reading will most likely be our biggest focus over the next few months. I ended February with a 3D painting program where attendees could use cardboard to create depth to their art. Many of the teenagers who come to my programs are involved with theater at school, and that week was tech week for the play. This meant my numbers were smaller than usual for a painting program, with only three attendees. I did, however, have a new librarian from RPL named Trevor shadow me for the night and learn about programming for teens. He plans to come back in late March to shadow another program.

The take-and-make for February was a football helmet decoration, in celebration of the Super Bowl. Next month's is going to be a small embroidery kit that allows the teens to make a constellation. The Valentine's Day card station I put up in January came down this month. Over the three weeks I had the station up, 40 different cards were made.

For next month:

- March Madness will be going on throughout the month of March. The books were chosen by the TAB teens, and a new match will be voted on each week until only one book remains.
- The month begins with a Donuts and Writing session focused on creating monsters and other creatures for fantasy stories.
- TAB will be meeting earlier than usual this month due to some scheduling conflicts and will continue to focus on summer reading
- I will be running a session of Cryptid Creeks, a TTRPG focused on solving spooky mysteries
- A Japanese Snack Taste Test where the teens will get to try a bunch of different snacks from Japan and learn a bit about Japanese food culture
- A Shrinky Dink Jewelry program focused on making earrings, necklaces and keychains.
- I will end the month and begin spring break with a Paint and Plant event, where the teens will decorate plant pots and plant flower seeds.

Sincerely,

Sophia Saccente

Report to Board

12 March 2026

I'm almost finished weeding our Quick Book collection. As I'm weeding I'm continuing to add new titles that are popular and in demand.

I attended the staff meeting on 20 February.

Tax forms have been popular, quite a few people stop in just to pick up tax forms.

Book orders are back to normal.

Respectfully submitted,

Kate Vreeland

Communications and Technology Library Assistant

Report to the Ogden Farmers' Library Board of Trustees

March 11th, 2026

Hello members of the Board! Over the last month I have tackled the following major tasks:

· My 1-On-1 Tech Tutoring Sessions have been particularly well attended this month! I have:

o Helped set up an Etsy Store
o Explained secure cell-phone usage and discussed all settings in detail
o Removed a patron's personal information that was appearing on public websites
o Re-instated access to a Hoopla account that was deemed inaccessible
o Taught usage of Facetime, so a patron could call their granddaughter
o Helped a patron pay membership dues online

· Every year at the conclusion of Bridget's Sleepy Pet Photo Contest, it's my job to immortalize the winners with custom bookmarks featuring their images. This process requires a number of steps, including photo editing, printing, laminating, and cutting. Members of the public and staff have been charmed by the bookmarks. Indeed, the they have been so popular that we quickly ran out of our original batch of 52 and I have created more!

· After a child accidentally knocked over the library's events board, breaking the plexiglass sheet inside, I procured a new plexiglass sheet in person (shipping costs for online ordering were outrageous!). The old plexiglass sheet was heavily marred by scratches and tape residue. I will be sticking to poster putty from now on to keep the new plexiglass looking prim and proper much longer. Every item we can keep in good condition today is one less item we need to purchase tomorrow!

As usual, my daily work also includes:

· Creating digital advertisements for library services and programs.
· Continual upkeep of the Ogden Farmers' Library website.
· Updating signage as needed for use inside the library.
· Addressing technology issues as they arise.
· Providing tech tutoring for members of the public.
· Answering reference questions for members of the public.
· Serving as the staff liaison for the Friends of the library.
· Maintaining the free puzzle exchange.
· Booking monthly displayers for the library's front hall display case.

Board Report - March 2026

Bridget LaDuca – Genealogy and Local History Library Assistant

Local History:

The February Endcap Shelf featured books about pets to coincide with our “Sleep Pet” Contest.

The February Local History Endcap shelf featured books Black History.

I continue to relabel and repair books in LH and shift the Local History section.

Programming:

2/2 - Leo Lyons, the Rochester Jeffersons, and the Birth of the NFL – Book Talk and Local History presentation. 11 in attendance

2/7 - Tallow 101 – Megan Hariff led the class in a hands-on demonstration on making tallow. Very informative. 8 people in attendance. (Weather was terrible)

2/13 - Winter Cardinal Painting – We followed along with an online step-by-step painting. An adult volunteer assisted with set-up, program assistance, and clean-up. 9 in attendance

2/23 - Celebrating Black History in Rochester with Matt Rogers (Rescheduled to March 13)

2/27- OFL Genealogy Roundtable – we met to discuss potential speakers and our goals for 2026

February’s Passive Programs –

“Sleepy Pet Contest” pet contest and a pet food collection for the Westside Pet Food Pantry. We had 28 entries, up from 19 in 2025. 176 people voted. 1st place received a $40 gift card, 2nd place received a $25 gift card, and 3rd place received a $10 gift card. All of the cards were from Country Max. Peter created bookmarks with the pictures of the winners and runners-up. The community loves the bookmarks!

February’s Adult Take-&-Make was a DIY Bird Canning Lid Bird Feeder in honor of National Bird Feeding Month. I created 28 kits.

February Story Time themes: Sharks, Mail & Letters, Shapes, and Windy Weather

Adult Volunteers

We are planning an Adult Volunteer Appreciation Dessert Reception for April 10. I created online and hardcopy invitations and sent them out.

Additions in *italics,* removals in ~~strikethrough.~~ Vote must take place next month, as per bylaws.

OGDEN FARMERS' LIBRARY

Board of Trustees

BY-LAWS

REVISED, ~~September 2023~~ *April 2026*

MISSION STATEMENT-

The Ogden Farmers' Library creates daily opportunities for lifelong learning by providing quality materials, services, and information-seeking tools. We intend the library to be a place for personal interactions that enrich the lives of patrons and reflect the values of the Ogden community.

The Board of Trustees (hereinafter designated as the "Board") of the Ogden Farmers' Library, a corporation created under a charter granted under Section 253 of the New York State Education Law by the Board of Regents of the State of New York, dated March 31, 1910 shall be governed by the laws of New York State, the regulation of the commissioner of Education and by the following By-Laws.

BY-LAWS

A. Name of Organization
    a. The name of the organization shall be the Ogden Farmers' Library.

B. Purpose
    a. The purpose of the organization is to provide superior library service to the residents of the communities of the Town of Ogden and the Village of Spencerport.

C. Fiscal
    a. The fiscal year of the library shall be the calendar year.

D. Board of Trustees
    a. The library shall be governed by a Board of Trustees. The Board shall consist of 9 members, serving for terms of three years each. Board elections are held at the ~~first Board meeting of the year~~ *annual meeting*. The electors shall be the current members of the Board.
    b. Eligibility for office shall be limited to adults 18 or older residing within the Town of Ogden.
    c. Unexcused Absence from three consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that they are no longer on the board. If dismissal is deferred by Board action, the President shall inform the absent Board Member in writing the conditions of this deferral.
    d. Any vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position. *If a quorum of Board Members is no longer available, the director will ask the Monroe County Library System and the State Library for next steps.*
    e. Each trustee shall have one vote, irrespective of office held.
    f. A Trustee must be present at a meeting to have their vote counted.

g. All actions of the Board shall be of the Board as a unit. No Board Member shall act on behalf of the Board, in any manner, without prior approval of the Board. No Board member by virtue of their office shall exercise any administrative responsibility with respect to the library nor, as an individual, command the services of any library employee.
h. The Trustees shall have the general management of the library and its property. They shall provide ways and means for its maintenance and endowment, suitable rooms, furniture, books and serials for its equipment and make rules for its convenient and free use by the public. They shall appoint and fix the salary of the competent librarian and of needed assistants and other employees. They shall make By-laws, appoint needed committees and have such other powers and duties as are prescribed for Trustees of public libraries by state law, and shall keep a record of all library meetings and of all official action of the Trustees. The Treasurer shall receive, hold and pay out the funds of the library under direction of the trustees and shall furnish such bonds as they require.
i. No member of the Board of Trustees shall be an officer of the Friends of the Ogden Farmers' Library.

E. OFFICERS
a. The officers of the Board shall be the President, Vice-President, Secretary, and Treasurer, elected annually by the Board at the Annual Meeting for the following year. These officers shall serve for a period of one year, or until resignation within their term, or until their successors shall have been duly elected.
b. Should an officer resign before their term has expired, a replacement will be elected by the board at the next board meeting.
c. The duties of such officers shall be as follows:
    i. The President shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
    ii. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
    iii. The Secretary shall keep a true and accurate record of all meetings of the Board, shall *ensure* issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.
    iv. The Treasurer shall be the disbursing officer of the Board and shall perform such duties as generally associated with that office. In the absence or inability of the Treasurer, their duties shall be performed by such other members of the Board as the Board may designate.
d. An Audit shall be done annually and at any other time the Board desires it.

F. DIRECTOR
a. The Board shall appoint a Director who shall be the executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the library's service to the public; and for the operation of the library under the financial conditions contained in the annual budget.

~~b.~~ The Director shall render and submit to the Board reports and recommendations of such policies and procedures which, in the opinion of the Director, will improve efficiency and quality of library service. The Director shall attend all Board meetings but may be asked to leave by the board when the board enters executive session. The director will be asked to leave for any executive session where their performance is reviewed or their salary is discussed or decided.

G. COMMITTEES
   a. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
   b. All committees shall make a progress report to the Board at each of its meetings.
   c. No committee will have other than advisory powers unless, by suitable action by the Board, it is granted specific power to act.
   d. The President shall be, ex officio, a member of all committees.

H. MEETINGS
   a. Meetings shall be held at least ~~10~~ *11* times a year barring exigent circumstances; the date and hour to be set by the board.
   b. A special Meeting of the Board may be called at any time by the President or upon the request of two members for a specific purpose. No business may be transacted at such special meetings except the stated business.
   c. The Annual Meeting shall be held in November of each year. The business transacted at this meeting shall include the election of new officers.
   d. The preliminary budget for the subsequent calendar year, required for submission to the Town of Ogden shall be presented at a regular meeting in August or September.
   e. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in November.
   f. ~~A simple majority of all the existing Board shall constitute a quorum for the conducting of all business.~~ *A majority of all existing board positions shall constitute a quorum for the conducting of all business.* If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week and the presiding Officer shall notify the absent members of this specially called meeting.
   g. The order of business for regular meetings shall include but not limited to, the following items which shall be covered in the sequence shown unless circumstances make an altered order more efficient.
      i. Call to order
      ii. Disposition of minutes of previous meeting and any intervening special meetings
      iii. Communications
      iv. Treasurer's report and action on warrants
      v. Director's report
      vi. Committee reports
      vii. Unfinished business
      viii. New business
      ix. Period for public expression
      x. Adjournment

I. AMENDMENTS
   a. Amendments to these By-Laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be sent to all absent members at least ten days prior to voting session. A simple majority of the Board shall be sufficient for adoption of an amendment.
   b. Any rule or resolution of the board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

J. PROCEDURE
   a. All procedures not specified herein shall be in accord with Robert's Rules of Order, Revised.

K. INDEMENDIFICATION
   a. Indemnification of Trustees: To the full extend authorized or permitted by law, other than by Certificate of Incorporation or bylaws, provision, resolution or agreement as provided in Section 2 below, the Library shall indemnify any person made, or threated to be made, a party in any civil or criminal action or proceeding by reason of the fact that she or he or her or his testator or intestate is or was a trustee of the library, or serves or served in any capacity, any other corporation, partnership, joint venture, trust, employee benefit plan or other enterprise at the request of the Library. This provision shall be in addition to the Library's By-laws (including without limitation Section b below) or any agreement or resolution providing for indemnification and permitted by law as in Section b.
   b. Resolution and Agreements: To the full extent permitted by law and authorized or permitted by any provision of (i) the Library's Trustees, or (ii) a resolution of Trustees, or (iii) an agreement providing for such indemnification, the Library shall indemnify (including advancement of expenses) any person made or threatened to be made a party in any civil or criminal action or proceeding by reason of the fact that he or she or his or her testator or intestate is or was a Trustee of the Library or served, in any capacity, any other corporation, partnership, joint venture, trust, employee benefit plan, or any other enterprise at the request of the Library. The Library is hereby authorized to enter into agreements regarding such indemnity and expenses.

Approved by The Ogden Farmers' Library Board of Trustees

~~September *2023*~~ *April 2026*