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.
    b. Total Liabilities and Equity on track with 2025

c. Net income at the end of the year should have been $0. John will look at why it wasn't.

d. MOTION to approve Warrant was made by Linda, seconded by Rachael and approved unanimously.

8. 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.
9. 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.
10. 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.

f. 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.

11. Public comments – rules as above
    a. None
12. 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.
13. 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.**