Ogden Farmers' Library

Board of Trustees Meeting

August 15, 2024, at 6:30pm in the library meeting room

Present	**Excused**	**Also Present**
Alex Hinkley (Pres)	Kathleen Britton	John Cohen (Library Director)
Linda Tague (VP)	Rachael Holley	
Nick Messoloras (Treas)	Amy Holko	
Susan Reeves (Sec)		
Laura Gannon		
Sharon Stevens		

1. Call to Order/Agenda Change
   - Alex called the meeting to order at 6:31pm.
   - No agenda changes

2. Action on Minutes
   MOTION to accept the Minutes of July 18, 2024, with changes was made by Sharon, seconded by Nick and approved unanimously.

3. Public Comments - None

4. Correspondence - The Library staff received a nice note from former Page Nathan Wright.

5. Friends Report - (Linda) Please find report included in Board Packet for August.
   - John commented that the help the Friends provided at Canal Days was much appreciated.

6. President's Report - (Alex) None

7. Treasurer's Report - (Nick) - Please find report included in Board Packet for July.
   - the balance sheet shows total assets at $1.5 million.
   - Total Assets trending slightly higher than 2023.
   MOTION to approve Warrant was made by Linda, seconded by Laura and approved unanimously.

8. Director's Report (with Librarian's reports) (John)
   - Please find reports included in Board Packet for August.

- Circulation, Door Count and Program Attendance stats all show continued increases over 2023.

a. Personnel Report - None

9. Unfinished Business

a. Auditors recommendations (where we are)

- Compliance - with the change from Vanguard to Ascensus the timing of the employee contributions to their IRA's was changed. John has set systems in place to provide for timely deposits.
- Control Deficiency - template Thank You letters have been made to facilitate a separation of persons receiving donations and responding with Thanks.
- Payroll - John and Nick are meeting to develop a system to review direct deposits and individual earnings reports to verify that pay rates and hours worked are proper.

b. Policy review - Collection Development Policy

- due to the scope of the policy and the number of changes needed it will be acted on at the September meeting.

10. New Business

a. Approval of IRS Form 990 2023

MOTION to approve IRS Form 990 for 2023 was made by Linda, seconded by Susan and approved unanimously.

b. Budget 2025

- the preliminary budget was discussed. The Library Director can be contacted for any questions.

c. Consolidation of bank accounts at Key Bank

- after discussion it was decided to move forward with consolidating our bank accounts to Key Bank.

11. Public comments - None

12. Educational segment - The budget process

- John walked us through a review of the budget process and timeline for this year's proposed budget.

13. Executive session - None

14. Motion to Adjourn

    MOTION to adjourn at 7:47pm was made by Nick, seconded by Laura and approved unanimously.

Upcoming meetings:
Board of Trustees Meeting will be Thursday, September 19, 2024, at 6:30pm in the Library meeting room.

Respectfully submitted by Susan Reeves