

William B. Ogden Free Library  
Board of Trustees Meeting- Zoom  
January 26, 2021

Attending: Library Director Heather Johnson, Bus. Manager Sheryl Edwards, Pres. Robbie Jean Rice; Members: Glenn Miller, Sandy Gregory, Rachel James, Mary Doig, Jim Haggerty, Jessica Backus-Foster, Lynda Preiser, Kathy Harby, Jim Kane, Matt Chambers, Library Staff- Sharon LaPierre and Scribe Kyrra Howard

Meeting was called to order at 7:25 PM by Pres. R. Rice.

R. James made a motion to re-elect the officers. J. Kane seconded, and the motion was approved. The officers for 2021 are President R.J. Rice, Vice President G. Miller, Secretary L. Preiser, and Financial Officer S. Gregory.

The November Meeting minutes were read by Secretary, L. Preiser. Corrections were made, and J. Kane made a motion to accept the minutes as amended. This was seconded by G. Miller and approved.

S. Edwards stated that the business report was the same as given in the Annual Meeting. See attached. There was discussion about how the school tax is listed on the budget, and S. Gregory said it is under the heading of Community Bank.

H. Johnson gave the Director's Report. See attached. There was a question about attendance for virtual programs. The Director stated that the programs are well attended, including the cooking classes by R. Rice and Cornell Cooperative Extension. The virtual Santa program had 26 children in attendance. January has been a great month with our theme of Mental Health. More supplies were ordered for the Make and Take Zen Gardens, and we have partnered with the school for a Mandala project. February will be Random Acts of Kindness Month with paper flower crafts, an Audubon Society program about winter birds, and a cupcake decorating demonstration.

G. Miller gave the Construction Report. See attached. There was a false alarm after the sensors were covered in dust that has since been taken care of. He is checking to be sure the police and fire departments have keys to the library for emergency entrance.

J. Haggerty gave the Grant Rogers Report. He discussed that Grant Rogers was chosen as a musician to represent the community, he and asked for input about the direction of the committee. He mentioned collaboration with the schools, Delaware County Historical Association, and Walton Historical Society. The idea was brought up to expand to historical programs outside of music, and R. James suggested giving the project a subtitle for those people not familiar with Grant Rogers. L. Preiser suggested that the Trustees send suggestions to J. Haggerty.

H. Johnson read April Epps letter of resignation as Children's Librarian. L. Preiser made a motion to accept the resignation, seconded by K. Harby and approved. H. Johnson notified the board that library clerk Amber Buel has agreed to become the Children's Librarian. R. James made a motion to accept Amber Buel as the Children's Librarian, which as seconded by K. Harby and approved. She will begin February 2<sup>nd</sup>. H. Johnson stated that we will not be replacing her with another clerk at this time.

The Policy Committee presented two policies, previously sent to Trustees, for approval: The Pandemic Response Plan and the updated Sick Leave Policy. M. Doig made a motion to accept the Pandemic Response Plan, seconded by L. Preiser and approved. J. Kane made a motion to accept the Sick Leave Policy, which was seconded by R. James and approved.

H. Johnson discussed the need to purchase a new laptop for staff use. This is in line with the Pandemic Response Policy allowing staff to work from home. The estimate is \$1,015. If the laptop is purchased from 4CLS, they put on the necessary programs and security system. If purchased outside of 4CLS, we would need to purchase the programs from 4CLS and have them downloaded. The cost would be about the same. J. Kane made a motion to purchase the laptop from 4CLS, seconded by K. Harby and approved. The laptop should be ready in a few months.

The committee assignments were reviewed as previously sent. See attached. R. Rice suggested M. Chambers join the Construction Committee since he lives in the village.

The next meeting of the WBOFL Trustees will be Tues. March 23, 2021 at 7 PM.

A motion to adjourn at 8:22 PM was made by J. Kane, seconded by G. Miller and approved.

Respectfully submitted,  
Lynda Preiser, Secretary  
Kyrra Howard, Scribe