

William B. Ogden Free Library  
Board of Trustees Meeting  
January 22, 2019

Attending: Dir. Heather Johnson; Bus. Manager, Sheryl Edwards; Pres. Robbie Jean Rice; Members-Glenn Miller; Judy Wildenstein; Kathy Harby; Jim Kane; Lynda Preiser; Sandy Gregory; Jessica Backus-Foster; Rachel James.

Meeting was called to order at 7:30 pm by Pres. R.J Rice.

Election of Officers for 2019. Pres.-R.J. Rice; V.P.- G. Miller Sec. L. Preiser; Treas.- S. Gregory. A motion was made, seconded and carried.

The Secretary's report of Nov. 2018 written by K Harby was read and accepted as corrected. See attached.

The business manager's report by S. Edwards was reviewed and accepted. See attached.

The Grounds and Buildings report was submitted by G. Miller. See attached. Work continues on the roof project with an anticipated completion of March 2019. A grant request for \$34,462 from the Mee Foundation was submitted and awaits approval in March. If approved, we will proceed with the North St. sidewalk and outdoor lighting project. Total project cost is \$47,100. Walton Village will provide \$1,150. The bench project has been tabled until all construction work is complete. J. Kane reported that a Bronx plaque to remember Mrs VanBreemen will cost \$800 - \$1200.

The Grant Rogers project report was given by R.J. Rice. J. Haggerty, R.J. Rice and J. & J. Richardson visited the Ashokan Center on 12-01-19 to speak about the Grant Rogers Project. There were 3 people in attendance. The Library will apply for a Community Foundation Grant to allow us to take to Grant Rogers project "on the road."

Committee Assignments for 2019-2020 were distributed. See attached.

Director's Report-Heather Johnson.

Highlights: \$1500 will be given to Music On The Delaware for library workshops (\$500 each for three). Heather is cleaning, reorganizing and weeding the stacks. They must be made ADA compliant. There have been teaching meetings for staff. She managed a disciplinary action for a staff member. We received a Roxbury Arts Grant for \$850. There is new programing including a Monthly Cook by the Book Club Pot Luck , Crafternoons, bring your child to the Library, quarterly books ala cart sale.

Building Upkeep: Steve Condon, Maintenance, will be thanked and released from his responsibilities at the library. We will look for another person for the job. R. Rice will write the letter to him. Shannon McCall, Grounds, will become an employee, have expanded responsibilities with a \$20/hr rate and will be given a key. Heather will write job description for the positions of Maintenance, Custodian and Grounds that will be reviewed by the Personnel Committee and discussed at the next Trustee meeting.

Immediate Considerations.

The Emergency/Inclement Weather Policy was reviewed, adjusted, and approved by the Trustees. It was approved that April Epps will increase her hours to 24 per week. It was approved to lease a new upgraded Color Copier/Scanner for 5 years at \$206.35 per month. The present copier is 11 years old. The Trustees approved the purchase of three new Barcode Scanners and Stands at \$100 each. We received a \$500 grant from the Phyllis & Daryl Forsythe Foundation in memory of Frances Eaton. It was approved to implement the automatic book renewal and fine free policies for the library.

Future Considerations-

The Trustees are asked to review the Personnel Policy Manual that was distributed and will approve it at the next meeting. Other Manual updates to follow. There will a Library dump run/cleaning day in the spring and J Kane will help. Heather requests that the florescent lights in the lower level be changed to LED. A five year plan is needed for the library.

R.J. Rice will be away until March 20 but available by phone. Heather should contact other Trustees as needed.

Pres. R.J. Rice asked if a few Trustees would attend the March school board meeting to request a 1.5% (\$1,831.00) increase from the school tax budget for the library.

The next meeting is March 26, 2019 at 7pm

A motion was made and carried to adjourn the meeting at 9:20 pm.

Respectfully submitted,  
Lynda Preiser, Secretary