

William B. Ogden Free Library
Board of Trustees Meeting
March 26, 2019

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

Meeting was called to order at 7:00 pm by Pres. R.J. Rice.

The Secretary's report of Jan. 24, 2019 was read and accepted as corrected. See attached.

The business manager's report by S. Edwards was reviewed and accepted. The Library received \$122,085 from school taxes, \$3,250 from donations, \$5,573.41 from the Wood Trust and \$5,000 from the Hodgson Estate. Total assets-\$2,050,601.40. Cash balance in checking-\$5,955.02. Total Expenses-\$23,410.66. See attached reports.

The Grounds and Buildings report was submitted by G. Miller. Work continues on the roof project. A grant request for \$34,462 from the Mee Foundation was received for renovation of the sidewalk and installation of lampposts and bollards. The Library will contribute \$ 8,805. Paperwork needs to be completed.

A revised grant application was resubmitted for the windows and doors project. If we receive the grant money, it will be \$142,922. The Library will need to put in an additional \$52,141 to complete the project. If we are not awarded the grant, the Library must pay the full amount to finish the project. A motion was made, seconded, discussed and approved unanimously to complete the windows and doors project by contributing the full amount if necessary contingent on the awarding of the grant. See attached report.

The Grant Rogers project report was given by J. Haggerty. The committee will meet on March 27. The Library applied for "The Fair Game Grant" of \$1,275 to allow the committee to take the Grant Rogers project "on the road." Among the topics to discuss is "what will be the scope of this project?" Ideas for spreading awareness of the project include using Facebook, displays in libraries, and using the community events calendar in Fleischmanns.

Director's Report-Heather Johnson.

Highlights. H. Johnson attended Library Advocacy Day, a grant writing workshop, a meeting with BOCES school librarians and an annual report workshop. The new copier and new scanners are installed. She discussed the summer reading program schedule, the programming schedule for April and May, the success of Teen Night and gave the Jan. and Feb statistics.

The Personnel Policy Manual and Job Descriptions were discussed. The manual had been previously reviewed and edited by the Trustee Personnel

Committee who gave recommendations. The job descriptions for independent contractors will not be included in the Personnel Policy Manual. A motion was made, seconded, discussed and carried to increase the 2019 budget from \$8000 to \$18,000 for library maintenance services.

Review and discussion of the Emergency/Inclement Weather policy was tabled until the next trustee meeting.

H. Johnson requested that some of the \$5000 from the Hodgson Estate be used to purchase 2 double computer desks, and one single computer desk. She was given the permission to purchase these items.

H. Johnson will attend the Annual Dinner and invited Trustees to join her on June 3, 2019. Tickets are \$ 28. A quote for LED lights for the lower level is \$2600 to retro the existing light fixtures and \$4,050 for new fixtures. It was decided to table the discussion about LED lights until the next meeting. Grants may be found to pay for this expenditure.

S. Gregory attended the Walton Candidates night before the election. There was no mention of the library by the candidates.

The next meeting is May 28, 2019 at 7pm.

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

Respectfully submitted,
Lynda Preiser, Secretary