

William B. Ogden Free Library  
Board of Trustees Meeting  
September 28, 2021

Attending: Library Director Heather Johnson, Pres. Robbie Jean Rice, Members: Tom Austin, Jessica Backus-Foster, Matt Chambers, Mary Doig, Sandy Gregory, Kathy Harby, Rachel James, Danielle Maguire, Scribe Kyrra Howard, Bus. Manager Sheryl Edwards, Public: Lynda Preiser, Absent: Jim Haggerty

The meeting began at 7:01 PM.

R. Rice welcomed the newest board member Danielle Maguire. Then R. Rice said a farewell and thanks to L. Preiser and presented her with a card and gift.

The July meeting minutes were reviewed. There was a motion by R. James to accept the minutes, which was seconded by M. Doig, and approved.

S. Edwards gave her business report. She deposited the money from the NYS Construction Grant and O'Connor Grant. S. Edwards paid the \$1,540 bill for the landscaping and \$969 for the upgrade to the lighting. S. Edwards and others met with a Morgan Stanley representative and reviewed the accounts. R. Rice is looking into the missing Wood Trust funds.

H. Johnson's Director's Report was reviewed. There was a question about the library social media posts, and H. Johnson talked about the library using Canva and other social media platforms to promote library events. She thanked the staff for all their work. H. Johnson also told the board about a first time library user who was very excited by all the library has to offer.

H. Johnson also brought an idea before the board to offer a defensive driving course. An instructor has approached her asking if the library could serve as a host location for the course. However, it does cost money to participate, so she wanted to check if the library should be a host for paid programming. She created a policy to be voted on after being reviewed by the Policy Committee. J. Backus-Foster suggested asking the instructor if they offered a 5 hour driving course as well. A motion to allow the library to host the paid course was made by M. Chambers, seconded by K. Harby, and approved. A motion was made to offer a \$10 scholarship for everyone who registers for the first course by K. Harby, seconded by R. James, and approved.

The board briefly discussed the community interviews.

A motion to accept Danielle Maguire as a new board member was made by J. Backus-Foster, seconded by R. James, and approved.

R. Rice read J. Kane's resignation letter. M. Doig made a motion to accept J. Kane's resignation. M. Chambers seconded the motion and it was approved. L. Preiser

reviewed her resignation letter and a motion to accept her resignation was made by J. Backus-Foster, seconded by M. Doig, and approved.

S. Gregory and S. Edwards discussed their plan to automate the library's business works. S. Gregory will work in QuickBooks to parallel S. Edward's work for a year, starting in January, to check reports and make sure QuickBooks fits the library needs. A question arose as to whether QuickBooks does payroll. S. Gregory said she will look into it. H. Johnson asked about having direct deposit for the staff. S. Edwards budgeted \$1,500 for the computer and \$800 for QuickBooks. The library will also need Microsoft Office on the computer. A motion to get a laptop and accounting software was made by R. James, seconded by K. Harby, and approved. T. Austin and D. Maguire will look into computers and quotes.

The Building and Grounds Committee will meet to discuss some issues with the library doors that were brought to the board's attention.

There are a few library trustee education events upcoming. H. Johnson sent out the options in her report and requested that the trustees let her know if they attend.

The library Open House will be October 23<sup>rd</sup> from 10:30 AM to 1:30 PM. The dedications will be at 11:30 AM and 12:00 PM. The music will be provided by J. Haggerty. It was suggested that staff and board members have name tags for the day. H. Johnson said that she would ask A. Buel to make button name tags.

The old board room table and chairs in the attic are going to be discarded. R. James is asking an acquaintance if they can recycle the pieces of wood.

A motion was made to elect K. Harby as Secretary by R. James, seconded by M. Chambers, and approved.

The next meeting will be November 23<sup>rd</sup> at 7PM.

A motion to adjourn was made at 8:39 PM by J. Backus-Foster, seconded by R. James, and approved.

Respectfully submitted,  
Kathy Harby, Secretary  
Kyrra Howard, Scribe