

William B. Ogden Free Library
Board of Trustees Meeting Minutes

September 26, 2023

Attending: Robbie-Jean Rice, Tom Austin, Natalie Cramer, Jessica Backus-Foster, Mary Doig, Oliver Fassler, Meredith Hammerslag, Kathy Harby, Rachel James, Vicki O'Brien, Jessica Reed, Heather Johnson *Director*, Sheryl Edwards *Business Manager*, Sharon LaPierre *Scribe*, Jodie Schwartz *Business Manager*.

Absent: none

Guests: none

The meeting was called to order at 7:00 PM by R. Rice.

Public Comment: none

Secretary's report was given by K. Harby. Motion to approve the August 1, 2023 minutes as presented was made by M. Doig, seconded by V. O'Brien, and approved.

Business Manager's report was given by S. Edwards. A motion to approve the bills as presented was made by T. Austin, seconded by K. Harby, and approved.

Director's Report was given by H. Johnson.

Motion to appoint Jodie Schwartz as Marketing Coordinator and Business Manager was made by R. James, and seconded by V. O'Brien, and approved.

Administrative Committee report was given by M. Doig.

- Motion to approve the Infectious Disease Emergencies (airborne or otherwise) Exposure Plan was made by N. Cramer, seconded by K. Harby, and approved.
- Motion to approve the revisions to the Code of Ethics Policy was made by K. Harby, seconded by V. O'Brien, and approved.
- Motion to approve the revisions to the Emergency Inclement Weather Policy was made by R. James, seconded by K. Harby, and approved.
- Motion to approve the revisions to the Trustee Education Policy was made by R. James, seconded by N. Cramer, and approved.

Building & Grounds Committee report was given by N. Cramer. There was a discussion of a leak near the right hand window in the Board Room.

Finance Committee report was given by T. Austin. Motion to accept the Corporate Resolution to add Jodie Schwartz to the list of those authorized to sign and authorize transactions relating to the bank accounts at Community Bank was made by M. Hammerslag, seconded by M. Doig, and approved. Motion to accept the Corporate Resolution to add Jodie Schwartz to the list of those

authorized to sign and authorize transactions relating to the bank accounts at Wayne Bank was made by T.Austin, seconded by M. Doig, and approved.

Nominating Committee report was given by R. James.

An update on the Charter Amendment Resolution and Petition was given by H. Johnson. Motion to approve the Charter Amendment Resolution was made by M. Hammerslag, seconded by R. James, and approved. Motion to approve the Petition to amend the Charter was made by K. Harby, seconded by M. Doig, and approved. K. Harby and R. Rice will complete the steps needed to submit the Charter Amendment Resolution and Petition to the Division of Library Development.

Sustainability Committee report was given by T. Austin. A request was made of the board for the names of people to invite for the 125th evening celebration. A budget for the day's events will be forthcoming.

A motion for the board to enter Executive Session to discuss employee compensation was made by R. James, seconded by N. Cramer, and entered at 8:13 PM. Heather Johnson, Sheryl Edwards, Sharon LaPierre, and Jodie Schwartz left the meeting.

A motion to return from Executive Session was made by R. James, seconded by M. Hammerslag, and approved at 8:29 PM.

A motion to offer the library employees a SIMPLE IRA Plan administered by Morgan Stanley at the rate of a 3% match of an employee's voluntary contributions was made by T. Austin, seconded by V. O'Brien, and approved. The Board authorizes the President of the Board to sign the service agreement with Morgan Stanley to provide this benefit.

Motion to adjourn was made by M. Doig, seconded by N. Cramer, and approved at 8:37 PM.

Next meeting: November 28, 2023 at 7:00 PM.