

William B. Ogden Free Library  
Board of Trustees Meeting Minutes

November 28, 2023

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

Absent: Jessica Backus-Foster, Meredith Hammerslag

Guests: Paul Wood and Adam Niebanck of Community Bank

The meeting was called to order at 6:59 PM by R. Rice.

There was no public comment.

Paul Wood and Adam Niebanck of Community Bank gave an update of the portfolio from the VanBreeman Estate. P. Wood provided an update of the Wood Trust.

Secretary's report was given by K. Harby. Motion to approve the September 26, 2023 minutes as presented was made by T. Austin, seconded by R. James, and approved.

Business Manager's report was given by J. Schwartz. Motion to approve the checks as presented for September and October 2023 was made by M. Doig, seconded by V. O'Brien, and approved.

Director's Report was given by H. Johnson.

- Motion to appoint Martha Ma as Youth Services Coordinator was made by N. Cramer, seconded by K. Harby, and approved.
- Motion to accept the resignation of D. Croughn-Hamilton effective September 14, 2023 was made by M. Doig, seconded by K. Harby, and approved.
- Motion to accept the resignation of S. Edwards effective November 15, 2023 was made by T. Austin, seconded by N. Cramer, and approved.
- Motion to hire S. Edwards on a *per diem* basis at the rate of \$25/hr until March 31, 2024 was made by T. Austin, seconded by V. O'Brien, and approved.
- Motion to accept the resignation of K. Harby as Trustee effective December 31, 2023 was made by R. James, seconded by N. Cramer, and approved.
- Motion to approve a five-year lease of a copier from Delaware Business Systems for \$203.02 per month was made by M. Doig, seconded by K. Harby, and approved.

Administrative Committee report was given by M. Doig. V. O'Brien reported on the new procedure for the Annual Performance Review form for the Director.

- Motion to approve the revisions to the Trustee Recruitment Guidelines was made by R. James, seconded by K. Harby, and approved.

Building & Grounds Committee report was given by N. Cramer.

Finance Committee report was given by T. Austin. J. Schwartz explained the 2024 Budget worksheet with revisions and proposed 2025 Budget. Motion to approve the revised 2024 Budget as presented was made by R. James, seconded by K. Harby, and approved.

Nominating Committee report was given by R. James.

Community Inclusion Committee report was given by M. Doig and T. Austin. M. Doig reviewed recent events in which the Library has participated. T. Austin discussed the Gala to happen on January 27, 2024 to celebrate the Library's 125th anniversary. A request was made for donations from the Board to help fund the Gala.

A motion for the board to enter Executive Session to discuss employee compensation was made by R. James, seconded by T. Austin, and entered at 9:13 PM. Heather Johnson, Sharon LaPierre, and Jodie Schwartz left the meeting.

A motion to approve the 2023 staff bonuses as presented by the administrative committee was made by N. Cramer, seconded by T. Austin, and approved.

A motion to approve a raise for staff of 6%, 3.5% CPI increase and a discretionary 2.5%, for 2024, except for the newest hired employee whose rate is set, was made by T. Austin, seconded by O. Fassler, and approved.

A motion to return from Executive Session was made by M. Doig, seconded by R. James, and approved at 9:21 PM.

Motion to adjourn was made by R. James, seconded by K. Harby, and approved at 9:22 PM.

Next meeting: January 23, 2024 at 7:00 PM.