

William B. Ogden Free Library
Board of Trustees Meeting Agenda
July 23, 2024

Welcome

Time of Public Comment

Guest Presenter: Lynn Pawloski, *Door Solutions*

Secretary's Report

Business Manager's Report

- *Approve the check detail report*

Director's Report

- *Appointment of new hire*

Committee Reports

- Administration Committee
 - *Accessibility/ADA Statement*
 - *Crisis Communication Plan*
 - *Emergency Situation Response Plan*
- Building & Grounds Committee
 - *Proposal*
- Finance Committee
- Nominating Committee
- ~~Community Outreach Committee~~

Old Business

New Business

- Correspondence Received

Upcoming Meetings

- Sept 24, 2024

Adjournment

William B Ogden Free Library

Board of Trustees Meeting

May 28, 2024

Attending: Tom Austin, Hoss Banaja, Natalie Cramer, Mary Doig, Oliver Fassler, Meredith Hammerslag, Rachel James, Jackie Malaret, Vicki O'Brien, Chris Ogden, Jessica Reed, Heather Johnson *Director*, Jessica Woodcock *Business Manager*, Sharon LaPierre *Scribe*.

Public Attendees: Amy Cesarano, *Morgan Stanley Investment Advisor*

Meeting was called to order at 7:03 PM by M. Doig.

Public Comment: No comments

Amy Cesarano from Morgan Stanley gave a report regarding the Library's investment portfolio.

The Secretary's Report was given by J. Reed.

- Motion to approve the March 26, 2024 minutes as presented was made by R. James, seconded by V. O'Brien, and approved.

The Business Manager's Report was given by T. Austin.

- Motion to approve the Check Detail Report as presented was made by M. Hammerslag, seconded by N. Cramer, and approved.

The Director's Report was given by H. Johnson.

M. Hammerslag left the meeting after the Director's Report.

- Motion to approve the appointment of Jessica Woodcock as Business Manager was made by H. Banaja, seconded by R. James, and approved.
- Motion to approve the appointment of Aurora Siniscalchi as Marketing Coordinator and Clerk was made by N. Cramer, seconded by C. Ogden, and approved.

The Administrative Committee Report was given by V. O'Brien.

- Motion to approve the revisions to Library Program Policy was made by R. James, seconded by J. Reed, and approved.
- Motion to approve the Public Comment Policy was made by R. James, seconded by V. O'Brien, and approved.
- Motion to approve the Protest Policy with revisions as discussed was made by N. Cramer, seconded by T. Austin, and approved.

The Crisis Communication Plan was discussed and was sent back to the Administrative Committee for redrafting.

- Motion to approve the Workplace Safety/Violence & Bullying Prevention Policy with revisions as discussed was made by R. James, seconded by T. Austin, and approved.
- Motion to approve the Jury Duty Policy was made by R. James, seconded by N. Cramer, and approved.

There was a discussion regarding the inclusion of a new section to the Long Range Plan for Financial Viability.

- Motion to add an additional financial category to the Long Range Plan was made by R. James, seconded by H. Banaja, and approved.

The Finance and Administrative Committees will work together to develop this section of the Long Range Plan.

The Building and Grounds Committee Report was given by N. Cramer.

The Finance Committee Report was given by T. Austin.

The Nominating Committee Report was given by R. James.

An update of the Community Inclusion Committee was given by T. Austin and M. Doig.

There was a discussion of the Corporate Resolution regarding the authority to sign checks, and access the banking and investment accounts.

- Motion to approve the Corporate Resolution was made by R. James, seconded by O. Fassler, and approved.

There was a discussion of recent correspondence with the Library.

- Motion to make a donation to the Walton Dollars for Scholars was made by N. Cramer, seconded by J. Reed, and approved, with R. James abstaining.
- Motion to make the donation in the amount of \$250 as budgeted to the Walton Dollars for Scholars was made by T. Austin, seconded by V. O'Brien, and approved.

Motion to Adjourn was made by N. Cramer, seconded by V. O'Brien, and approved at 8:41 PM.

Next meeting: July 23, 2024 at 7pm

William B Ogden Free Library

Budget vs. Actuals: 2024 Budget - FY24 P&L

January - December 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Interest Income	16.37	40.00	-23.63	40.93 %
Local public funds	132,819.00	132,819.00	0.00	100.00 %
Other receipts				
Gala Gifts & Endowments	2,143.99		2,143.99	
Gifts and endowments	1,831.35		1,831.35	
Donations	6,875.00	3,000.00	3,875.00	229.17 %
Grants for budgeted expenses				
Summer Reading Program Fund	2,000.00	800.00	1,200.00	250.00 %
Wood Trust		1,400.00	-1,400.00	
Total Grants for budgeted expenses	2,000.00	2,200.00	-200.00	90.91 %
Special grants				
Assemblyman Angelino Funds	1,250.00		1,250.00	
Total Special grants	1,250.00		1,250.00	
Total Gifts and endowments	11,956.35	5,200.00	6,756.35	229.93 %
Income from investments				
Interest and earnings for operating fund		145,742.00	-145,742.00	
Total Income from investments		145,742.00	-145,742.00	
Insurance dividends	919.20	1,000.00	-80.80	91.92 %
Library charges	522.45	1,000.00	-477.55	52.25 %
Taxable	19.00		19.00	
Total Library charges	-541.45	1,000.00	-458.55	54.15 %
Total Other receipts	15,560.99	152,942.00	-137,381.01	10.17 %
System cash grants to member library				
LLSA	143.68	1,500.00	-1,356.32	9.58 %
Total System cash grants to member library	143.68	1,500.00	-1,356.32	9.58 %
Uncategorized income	175.00		175.00	
Total Revenue	\$148,715.04	\$287,301.00	\$-138,585.96	51.76 %
GROSS PROFIT	\$148,715.04	\$287,301.00	\$-138,585.96	51.76 %
Expenditures				
100 - Personnel				
110 - Payroll Expenses				
111 - Wages	81,478.59	162,102.00	-80,623.41	50.26 %
112 - Taxes	6,297.02	13,081.00	-6,783.98	48.14 %
Total 110 - Payroll Expenses	87,775.61	175,183.00	-87,407.39	50.11 %
120 - Employee benefits				
121 - Unemployment insurance	1,290.85	1,625.00	-334.15	79.44 %
122 - Workers' compensation insurance		1,950.00	-1,950.00	
123 - Disability insurance	306.77	950.00	-643.23	32.29 %
124 - Continuing education	309.00	1,443.00	-1,134.00	21.41 %
125 - Travel	82.41	500.00	-417.59	16.48 %
126 - Simple IRA	1,951.60	5,000.00	-3,048.40	39.03 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 120 - Employee benefits	3,940.63	11,468.00	-7,527.37	34.36 %
Total 100 - Personnel	91,716.24	186,651.00	-94,934.76	49.14 %
200 - Services				
210 - Collection acquisitions				
211 - Print materials	4,557.22	9,000.00	-4,442.78	50.64 %
212 - Electronic materials	3,409.39	3,000.00	409.39	113.65 %
213 - Other materials	822.54	900.00	-77.46	91.39 %
Total 210 - Collection acquisitions	8,789.15	12,900.00	-4,110.85	68.13 %
220 - Professional fees	962.50	2,500.00	-1,537.50	38.50 %
O'Connor Spending	1,835.00		1,835.00	
Total 220 - Professional fees	2,797.50	2,500.00	297.50	111.90 %
230 - Programs				
231 - Summer Reading Program	142.24	2,000.00	-1,857.76	7.11 %
232 - Children	126.08	1,200.00	-1,073.92	10.51 %
233 - Youth	29.91	1,200.00	-1,170.09	2.49 %
234 - Adult	265.66	1,200.00	-934.34	22.14 %
234 - Gala	738.60		738.60	
Total 234 - Adult	1,004.26	1,200.00	-195.74	83.69 %
235 - General interest	-95.64	1,600.00	-1,695.64	-5.98 %
Total 230 - Programs	1,206.85	7,200.00	-5,993.15	16.76 %
240 - Contracts w/ NYS public libraries/system	6,023.00	8,000.00	-1,977.00	75.29 %
Total 200 - Services	18,810.50	30,600.00	-11,789.50	61.49 %
300 - Facility				
310 - Repairs	4,752.71	5,000.00	-247.29	95.05 %
320 - Other O&M	1,595.00		1,595.00	
321 - Utilities	5,332.01	9,000.00	-3,667.99	59.24 %
322 - Property insurance	5,577.00	15,000.00	-9,423.00	37.18 %
323 - Custodial supplies	46.41	250.00	-203.59	18.56 %
324 - Facility maintenance services	5,171.04	21,000.00	-15,828.96	24.62 %
325 - Facility maintenance supplies	938.43	1,500.00	-561.57	62.56 %
Total 320 - Other O&M	18,659.89	46,750.00	-28,090.11	39.91 %
Total 300 - Facility	23,412.60	51,750.00	-28,337.40	45.24 %
400 - Administration				
410 - Office & library supplies	732.32	2,000.00	-1,267.68	36.62 %
420 - Telecommunications	1,775.96	3,000.00	-1,224.04	59.20 %
430 - Postage & freight	173.89	650.00	-476.11	26.75 %
440 - Professional & consultant fees	3,315.00	1,500.00	1,815.00	221.00 %
450 - Equipment				
451 - Equipment purchase/lease	1,376.58	6,000.00	-4,623.42	22.94 %
451 - Hanford spending	2,131.91		2,131.91	
Gala Spending	128.95		128.95	
Total 451 - Equipment purchase/lease	3,637.44	6,000.00	-2,362.56	60.62 %
452 - Equip repairs & maintenance	315.25	500.00	-184.75	63.05 %
Total 450 - Equipment	3,952.69	6,500.00	-2,547.31	60.81 %
460 - Other miscellaneous				
461 - Advertising & publicity	605.46	1,250.00	-644.54	48.44 %
461G - Advertising & Publicity Gala	123.00		123.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 461 - Advertising & publicity	728.46	1,250.00	-521.54	-58.28 %
462 - Bank fees & service charges	40.00	50.00	-10.00	80.00 %
463 - Memberships & subscriptions	1,935.01	2,500.00	-564.99	77.40 %
464 - Awards & grants	250.00	250.00	0.00	100.00 %
466 - Operating supplies	191.19	600.00	-408.81	31.87 %
466 - Gala	2,118.99		2,118.99	
Total 466 - Operating supplies	2,310.18	600.00	1,710.18	385.03 %
467 - Sales tax paid	54.80		54.80	
Total 460 - Other miscellaneous	5,318.45	4,650.00	668.45	114.38 %
Total 460 - Administration	15,268.31	18,300.00	-3,031.69	83.43 %
Unapplied Cash Bill Payment Expenditure	0.00		0.00	
Total Expenditures	\$148,213.65	\$287,301.00	\$-138,087.35	-51.94 %
NET OPERATING REVENUE	\$-498.61	\$0.00	\$-498.61	0.00 %
NET REVENUE	\$-498.61	\$0.00	\$-498.61	0.00 %

William B Ogden Free Library

Statement of Financial Position

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Community Bank Checking	0.00
Petty Cash	100.00
Wayne Bank Checking	11,089.57
Wayne Bank Savings	12,854.61
Total Bank Accounts	\$24,044.18
Other Current Assets	
Payroll Refunds	0.06
Total Other Current Assets	\$0.06
Total Current Assets	\$24,044.24
Other Assets	
Long-term Investments	
Community Bank VanBremen Trust	625,919.13
Morgan Stanley Endowment	1,272,491.18
Total Long-term Investments	1,898,410.31
Total Other Assets	\$1,898,410.31
TOTAL ASSETS	\$1,922,454.55
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Child Support	0.00
Federal Taxes (941/944)	2,353.93
NYS Employment Taxes	462.41
NYS Income Tax	1,260.61
Simple IRA	-0.10
Total Payroll Liabilities	4,076.85
WCS taxes accrued for next year	0.00
Total Other Current Liabilities	\$4,076.85
Total Current Liabilities	\$4,076.85
Total Liabilities	\$4,076.85
Equity	
Opening balance equity	2,323,906.24
Retained Earnings	-406,989.29
Net Revenue	1,460.75
Total Equity	\$1,918,377.70
TOTAL LIABILITIES AND EQUITY	\$1,922,454.55

Check Detail Report

William B Ogden Free Library
May-June, 2024

Transaction id	Date	Num	Name	Amount
1153	05/07/2024	9001	Morgan Stanley	-\$ 664.16
1157	05/09/2024	9003	Air Temp Heating & Air Conditioning, Inc	-\$ 611.00
1160	05/09/2024	9008	Ty Steinbacher	-\$ 175.00
1161	05/09/2024	9005	Four County Library System	-\$ 8,293.22
1162	05/09/2024	9004	Card Services	-\$ 725.56
1163	05/09/2024	--	Frontier	-\$ 257.66
1179	05/24/2024	9014	Music on the Delaware	-\$ 100.00
1185	05/31/2024	--	Frontier	-\$ 257.66
1185	05/31/2024	--	Frontier	\$ 257.66
1195	06/06/2024	--	NY Department of Taxation and Finance	-\$ 895.02
1196	06/06/2024	--	IRS	-\$ 2,615.87
1197	06/06/2024	9027	NYS Child Support Processing Center	-\$ 32.00
1198	06/06/2024	9031	Daily Star	-\$ 339.00
1200	06/06/2024	9033	Walton Dollars For Scholars	-\$ 250.00
1203	06/06/2024	9028	Morgan Stanley	-\$ 649.12
1204	06/06/2024	9033	NYSIF DISABILITY BENEFITS FUND	-\$ 306.77
1205	06/14/2024	9043	Curtis, Florence B.	-\$ 321.95

Check Detail Report

William B Ogden Free Library
May-June, 2024

Transaction id	Date	Num	Name	Amount
1243	06/28/2024	9061	Frontier	-\$ 266.65
1244	06/28/2024	9062	NYS Child Support Processing Center	-\$ 32.00
1245	06/28/2024	9063	Morgan Stanley	-\$ 552.86
1228	06/26/2024	9056	Bloco from da Block	-\$ 500.00
1232	06/26/2024	9058	Nancy McDonald	-\$ 50.00
1224	06/26/2024	9052	Didgeriddo Down Under	-\$ 500.00
1225	06/26/2024	9053	Powerful Daye LLC	-\$ 485.00
1227	06/26/2024	9055	Science Plus, Inc	-\$ 350.00

William B. Ogden Free Library
DIRECTORS REPORT JULY 2024

1. Director's Activity
 - a. Meetings with Staff
 - i. Interviews (3)
 - ii. On-Boarding
 - b. Misc. Meetings
 - i. Hanford Trust Committee Meeting
 - ii. Door Assessment Consult Meetings (2)
 - iii. Grant Feedback Meeting: Preserve NY
 - c. 4CLS Meetings
 - i. Director's Meeting
 - d. Library Committee Meetings
 - i. Buildings & Grounds
 - ii. Nominating Committee
 - iii. Finance Committee
 - iv. Admin Committee
 - e. Continuing Education
 - i. Trustee Handbook Book Club: Sustainability (1.5)
2. Library News/Changes.
 - a. SS Landscape refreshed the mulch/edging
 - b. New Patron Desktops installed
 - c. Grant Updates
 - i. Preserve NY
 - ii. Hanford Trust
3. Program Highlights
 - a. Porchfest: ≈76
 - b. SRP Kick Off: 56
4. Statistics
 - a. May/June 2024
 - i. New Patrons Registered: 23
 - ii. Library Visitors: 1,552
 - iii. Programs Offered: 48
 - iv. Hoopla: Circulations: 246, New Patrons: 8
 - v. OverDrive Check-Outs: 589
5. Immediate Considerations
 - a. Appointment of staff

**William B. Ogden Free Library
Administrative Committee Meeting Minutes (7/10/24)**

Present: Mary Doig, Heather Johnson, Chris Ogden and Vicki O'Brien

Old Business:

Reviewed Draft Procedures:

- **Accessibility Statement:**

Discussed those statements researched by Heather. Heather volunteered to write the draft statement we agreed upon using our format.

- **Privacy Technology:**

Chris researched the GDPR (General Data Protection Regulation) and found it does not apply to WBOFL since we do not provide services to people in the United Kingdom.

- **Website Technology:**

Heather will research privacy statements and policies used by other libraries. Chris will write a draft privacy statement to go on our website for patrons.

- **Emergency Action Plan:**

Reviewed draft and it will be presented to the trustees on 7/23 meeting for approval. Once approved all trustees and staff should print a copy for use in an emergency. Heather will develop a "grab and go" folder with this finalized procedure along with other pertinent information.

- **Conflict of Interest:**

Policy for trustees and staff was reviewed on 7/10/24 with no changes made.

- **Develop Action Plan to accompany Crisis Communication Plan:**

The committee developed a draft Action Plan to be presented to the trustees for approval. Heather volunteered to write the draft in our format.

Policies and Procedures Checklist:

The committee reviewed the External, Personnel, and Internal Checklists.

New Business:

Discussed the next meeting's agenda:

- Review Personnel Policies and Procedures
- Discuss challenges to books, programs, etc. to either write new procedures or determine if those written need to be revised.
- Review By Laws in preparation for Annual Trustee meeting

Next Meeting: September 11, 2024

William B. Ogden Free Library
ACCESSIBILITY/ADA STATEMENT

The William B. Ogden Free Library (WBOFL) is committed to access for all. The library building has an accessible ramp and doors on its Gardiner Place side, as well as designated parking spots. Our restrooms on both floors are accessible and we have an elevator that provides access to all levels of the library. WBOFL purchases materials to provide information to or about people with disabilities. Materials available in large-print include large-print books and digital e-books and eMagazines that allow the reader to change the font size and other display settings. Audiobooks are available on CD as well as eAudiobooks. Although the library does not have a Braille collection, the library is a member of the New York State Talking Book and Braille Library and can assist patrons in registering for their services. As renovations are planned and new items are purchased, our accessibility grows.

Questions about our resources and any accommodations can be directed to the Library Director at 607-865-5929 or at wboflibrary@gmail.com. To ensure timely and thorough assessment of accommodation requests, we will confirm details of the request with you, assess the request, and let you know the options we can offer as soon as possible.

Some requests might not be within the scope of what we can do, or may be met through alternatives, but the WBOFL board of trustees, Library Director, and staff are committed to making our Library the best it can be for everyone in our community.

Adopted: Date

William B. Ogden Free Library
CRISIS COMMUNICATION PLAN

Purpose

Crisis communication strategies are best planned before a crisis occurs. Preparing ahead of time ensures the Library Director and Board of Trustees are clear on roles and responsibilities in a crisis so they can act quickly, keep staff up to date, and increase the chances of minimizing confusion in the community and potential damage to the library's reputation.

Definition

A Crisis is a significant disruption that stimulates extensive news media coverage and public scrutiny that disrupts the library's normal business activities.

Some common elements of a crisis are that it:

- Occurs suddenly
- Demands a quick response
- Interferes with organizational performance
- Creates uncertainty and stress
- Threatens the reputation of the library
- Escalates in intensity
- Causes outsiders to scrutinize the library
- Permanently alters the library

Types of Crisis

Sudden Crisis: A disruption in the library's business that occurs without warning and is likely to generate news coverage.

Examples include but are not limited to:

- Death, serious illness or injury of director, employees, contractors, visitors, etc.
- Interruptions of phone and utility service.
- Any natural disaster that disrupts operations and endangers employees.
- Workplace violence.

Smoldering Crisis: Any serious organizational or business problem that is not generally known within or outside the organization, which may generate negative news coverage if or when it goes public and could result in fines, penalties, legal damage, awards and unbudgeted expenses. A smoldering crisis may start with adverse government accusations, false accusations, indictment of an employee, lawsuit, damaging rumors, computer tampering, special interest group attack, whistle-blower threat or actions, activist demonstrations, terrorism threat, or damaging rumors.

Examples include but are not limited to:

- Indications of an undercover investigation by a news organization or law enforcement.
- Violations of government regulations, which could result in fines or legal action.

William B. Ogden Free Library
CRISIS COMMUNICATION PLAN

- Action by a disgruntled employee, such as the disclosure of confidential information to government agencies or media.

Procedure

Responding to Bad News (i.e. budget cuts, trimmed hours, hacked computer system, etc.).

- Don't overact.
- Be strategic.
- Speak with one voice.
- Understand interview topics and formats before accepting interviews.
- Focus on solution.
- Apologize when appropriate.
- Have all of the facts before responding.
- Prepare briefing material.
- Have a lawyer review statements before releasing them.
- Stick to the high road.

Crisis Communication Plan

- Fashion a response with key messages that are consistent with the library's mission.
- If there is going to be a response, choose the appropriate tactic to deliver the message.
- Choose the appropriate communications channel to deliver the message to key audiences.
- Develop a written response and release it through traditional and new media.
- Manage reaction to response.

Crisis Team: The Board of Trustee Officers and Library Director.

- Members of the Crisis Team who are directly involved in the crisis, may be replaced by someone appointed by the remaining members of the team.

Crisis Team Action Plan

- The team will discuss and analyze the crisis.
- Agree on next steps.
- Create a response.
- Review response with legal counsel, if necessary.
- Assign an internal point person from the crisis team to handle calls from media and facilitate contact with spokesperson.
- Inform key decision makers of the crisis implementation plan.
- Implement the response.
- Advise relevant staff about the results.

Reference

Handbook for Library Trustees of New York State
American Library Association

Adopted Date

William B. Ogden Free Library
EMERGENCY SITUATIONS RESPONSE PLAN

The William B. Ogden Free Library (WBOFL) will respond to emergent situations in a manner that will ensure the safety of patrons and staff, and that will protect the integrity of Library property.

The following responses and strategies will be followed. The nature of any of these incidents will be fluid and best practice decisions made in real time.

In any of the outlined events, the Library Director will be notified if not already present at the Library. The Board President will also be notified regarding the event. An incident report will be filed following the event.

Flooding (internal or external)

- Move vulnerable items from the area or raise to a higher level.
- Call the Village of Walton Department of Public Works at 607-865-6142 to turn off the incoming water main for an internal problem or ask what other assistance they may have for area flooding.
 - The Walton Fire Department at (607) 865-4118 may be able to provide pumps.
- In the event of a known area-wide flooding that occurs after hours, the Director, Board President, or other designated staff or trustee should check on the status of the Library and make decisions accordingly.
- Plan on lengthier Library closure.

Fire

- Activated pull alarm boxes and smoke detectors will notify the Fire Department.
 - WBOFL has 4 pull alarm boxes
 - See Attached Document for location
 - WBOFL has 2 smoke detectors
 - See Attached Document for Locations
 - These devices are tested annually by a certified vendor
- Evacuate the building and contents in the event of any fire
 - The designated assembly point for staff/patrons is in front of Christ Episcopal Church.
 - The Director or staff member in charge will verify that all persons have made it to the assembly point.
- If the fire is small and contained such as in a waste basket, a fire extinguisher may be implemented by staff.
 - WBOFL has 12 fire extinguishers
 - See Attached Document for Location
 - Fire extinguishers are inspected on a regular basis and recharged per manufacture's recommendations.
- False alarm
 - Call Alarm Central at 1-800-424-3624.
 - Provide Account Number: RB6204 and Code: 204.

Heating or Air Conditioning Loss

- Call a heating/ac contractor (preferred vendor list)
- Determine if the situation warrants Library closure.

William B. Ogden Free Library
EMERGENCY SITUATIONS RESPONSE PLAN

Medical Emergencies

- For assistance that requires more than use of a first aid kit, call 911
- In the event of a sudden suspected cardiac event follow the AED Availability Policy
- In the event of a suspected opioid overdose follow the Narcan Administration Policy
- Do not attempt to move a person who has fallen or who appears to be in pain.
- Limit your communication to quiet reassurances.

Power Outage

- Power loss may be due to a situation within the Library or it may be area-wide.
 - If isolated to WBOFL:
 - Unplug all electrical equipment such as computers and printers in order to prevent damage due to a power surge when service is restored.
 - Call in an electrician. (preferred vendor list).
 - Consider notifying NYSEG at (800) 572-1121
 - For a wide spread loss of power
 - As above, unplug all equipment.
 - Notify NYSEG at (800) 572-1121 to report the situation and to learn an estimate of expected length of time to restoration.
 - Determine if the Library should be closed throughout the situation.
- In the event a known area-wide loss of power occurs after-hours, the Director, Board President, or other designated staff or trustee should check on the status of the Library and make decisions accordingly.

Telephone Outage

- Use a cell phone to contact Frontier at (800) 921-8101 to report the outage

Theft

- Notify the local police at (607) 865-5400

Threat, Personal Safety, & Workplace Violence

- Avoid or discreetly remove yourself from the area where the confrontation is occurring.
- If you fear for your personal safety, call 911
- Panic button – There is an alarm button at the main desk, lower level staff desk, and the director's desk. When pushed, 911 (police) is automatically dialed.

Threats; Telephone, Verbal, Written

- Call 911
- Give pertinent details

Vandalism

- Notify the local police at (607) 865-5400

Water Service Loss

- Ascertain if the loss is an internal or external problem.
 - If Isolated to WBOFL:
 - Shut off accessible valves

William B. Ogden Free Library
EMERGENCY SITUATIONS RESPONSE PLAN

- *See Attached Document for Locations*
- Notify a plumber. (preferred vendor list)
- If believed to be widespread:
 - Notify the Village of Walton Department of Public Works at 607-865-6110
- Determine if the situation warrants Library closure.

Adopted: Date

DRAFT

Number	Location	Type	Services	Notes
1:11	West Entrance	Smoke Detector	Annual 6/2023	Door by Gardiner
1:12	West Stairwell	Smoke Detector	Annual 6/2023	
1:13	Children's Section	Smoke Detector	Annual 6/2023	North Reading Room
1:14	Children's Section	Smoke Detector	Annual 6/2023	North Reading Room Center
1:15	Children's Section	Smoke Detector	Annual 6/2023	North Reading Room East
1:16	Entrance Foyer	Smoke Detector	Annual 6/2023	
1:17	Closet By East Door	Smoke Detector	Annual 6/2023	
1:18	East Entrance	Smoke Detector	Annual 6/2023	Door by North
1:19	Bathroom	Smoke Detector	Annual 6/2023	
1:20	Elevator Control Room	Smoke Detector	Annual 6/2023	
1:21	South West Closet	Smoke Detector	Annual 6/2023	
0:22	Director's Office North West	Smoke Detector	Annual 6/2023	Basement Quilt Room
0:23	Director's Office North West	Smoke Detector	Annual 6/2023	Basement Quilt Room
0:24	Basement Furnace Room	Smoke Detector	Annual 6/2023	
0:25	Director's Office Center	Smoke Detector	Annual 6/2023	Basement Quilt Room
0:26	Basement Storage Behind Elevator	Smoke Detector	Annual 6/2023	
0:27	Basement Bathroom	Smoke Detector	Annual 6/2023	
0:28	Basement Bathroom Closet	Smoke Detector	Annual 6/2023	Basement Sewage Grinder
0:29	Basement Kitchen	Smoke Detector	Annual 6/2023	
0:30	Basement Play Room North	Smoke Detector	Annual 6/2023	
0:31	Basement Play Room South	Smoke Detector	Annual 6/2023	
1:32	South East Closet	Smoke Detector	Annual	

		6/2023	
2:33 West Stairwell	Smoke Detector	Annual	
		6/2023	
2:34 Top of Stairwell	Smoke Detector	Annual	
		6/2023	
2:35 File Room North	Smoke Detector	Annual	
		6/2023	
2:36 Office West	Smoke Detector	Annual	
		6/2023	
2:37 Storage Behind Elevator	Smoke Detector	Annual	
		6/2023	
2:38 Board Room	Smoke Detector	Annual	
		6/2023	
2:39 Work Area North Attic	Smoke Detector	Annual	
		6/2023	
2:40 Work Area South Attic	Smoke Detector	Annual	
		6/2023	
2:41 Elevator Shaft	Smoke Detector	Annual	
		6/2023	
1:51 West	Pull Station	Annual	
		6/2023	
1:52 East	Pull Station	Annual	
		6/2023	
0:53 Basement South	Pull Station	Annual	
		6/2023	
2:51 Stairwell	Pull Station	Annual	On Unit the number is 54
	Carbon Monoxide	6/2023	
1:10 1 West Entrance	Detector	Annual	
	Carbon Monoxide	6/2023	
1:10 2 Basement Furnace Room	Detector	Annual	
	Carbon Monoxide	6/2023	
1:10 3 Stairwell	Detector	Annual	
		6/2023	
1:12 0 Beam Detector	Module	Annual	
		6/2023	
1:12 1 Attic Conventional Heat Detector	Module	Annual	On Unit the number is 28
		6/2023	
1:12 3 24V Supervisory	Module	Annual	

William B. Ogden Library 41 Gardiner Pl.; Walton, NY

Service Date:
 Last Serviced: 4/12/23

Billing: 865-5929
 Contact: 865-5929
 Comments: 2:00-5:00 Tues.-Fri.

	Remarks	Location	Mfr	Model	Type	Serial	Hydro	6 Year
1	By Desk 1st Floor		Amerex	10	ABC	101192	16	22
2	Front exit		Amerex	5	ABC	75212834	19	
3	1st Floor		Amerex	10	ABC	472944	16	22
4	2nd floor storage closet		Amerex	5	ABC	75212833	19	
5	2nd Floor Hall		Amerex	10	ABC	101219	16	22
6	2nd floor storage room entrance		Amerex	5	ABC	766087	16	22
7	2nd floor storage room end on post		Amerex	5	ABC	75212311	19	
8	Basement Kitchen		Sentry	5	ABC	905757	16	22
9	Basement rear exit		Amerex	10	ABC	296260	16	21
10	Basement Front		Amerex	10	ABC	296698	16	22
11	Basement Director's office		Amerex	5	ABC	75208828	19	
12	Basement boiler room		Amerex	5	ABC	75209377	19	
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Building and Grounds Committee Report

Meeting held: June 12, 10:30am

In attendance: Heather Johnson, Mary Doig, Meredith Hammerslag, Tom Austin, Natalie Cramer

Submitted by Natalie Cramer

DOORS

Discussed the near- and longer-term future of the doors. Rick Eastman at Oneonta has been contacted.

A more local door repair option is Mike Klein, with Dutcher construction.

Joe Waz of Williams Door and Hardware recommends a specialist, DSS Solutions, that can coordinate repairs with all the mechanical and historical complexities of the doors.

Heather has asked Joe for budget proposal; unfortunately Joe cannot weigh in until DSS has assessed the doors. .

At the end of this discussion, it was agreed that the Building and Grounds Committee will make recommendation to full board that we proceed with self-funded replacement of doors and desk (see attached).

ELECTRICAL

Ken Fisher relabeled downstairs

Waiting on quote for LED installation upstairs, upstairs light switch panel moved

FIRE LADDER

Bob Brown – get him to come (Mary will make contact)

Look at TWO means of egress from second floor: from both the window over Gardiner with balcony, and the current one

CHIMNEYS

Cages – BJ coming this week (as of June 12)

ALGAE

Test strip on west facing wall by Larry went well; it is a lot of work

Revisiting the idea of making this a service project, but for teens not children: FFA? 4-H?

Tom will reach out to FFA.

BOOKDROPS

College kids in school for construction and building are out of town in summer unfortunately Jane (Last name missing) is recommended for stonework – not sure about shingle roofs. Perhaps a second contractor.

ROAD SIGNS FOR LIBRARY

Waiting on DOT

A/C SCREEN on NORTH ST SIDE

Natalie will ask Ian again. Now they are in the middle of busy season but will continue to ask.

B&G Committee - ADDENDUM

1. Proposal for Self-Funded Replacement of Doors

The doors have been a consistent and progressive problem for the Library since the installation of the mechanized hardware in 2019. This has meant an undue burden on the staff to secure the doors; a security issue; and a waste of time and money attempting to make small fixes. As we will be entering autumn and winter in a few months, It has become clear that a comprehensive solution is necessary and urgent. With the

While we are still waiting for specialist assessments to recommend replacing the doors entirely and giving a quote, it appears that this may be the best route. Therefore the Committee proposes a self-funded replacement of the doors. This needs to be a priority project.

This will allow the library staff and Committee to create a list of “wishes” for the new doors, that are more easily implemented in one large project (e.g., people counters, key-lock entry/FOBs, etc).

2. Proposal for Self-Funded Replacement of Circulation Desk

The Committee proposes a self-funded replacement of the Circulation Desk, with the hope of beginning work in the fall/winter. Heather is waiting for Joe Picciano’s proposals for interior storage and staff space of the new desk. Joe Picciano provided Heather with a rough estimate for desk at \$35,000.

We propose that the Board authorizes no more than \$100,000 for both projects. For these two large capital projects, we will ensure that warranties of hardware and work, and schedule of maintenance will be included.

Thank you for your consideration.

7/3/2024 Finance Committee Minutes

PRESENT: Tom Austin, Hossam Banaja, Mary Doig, Heather Johnson, Jessica Woodcock

Call to order at 3:30 PM

1. Business Manager board reports
 - a. Jessica reviewed the three board reports with the committee. An expenditure coding was questioned and will be reviewed. The list of bills to approve will be less, as it will be compared with our pre-approved vendor list.
 - b. The group discussed cashflow needs when reviewing the budget. Jessica and Heather will advise on how much will be drawn from Morgan Stanley monthly to meet expenditures.
2. Transition of Business Manager
 - a. Jessica is progressing in her understanding of being the business manager.
3. Banks/Investment Advisors
 - a. Jessica is working with Morgan Stanley to get her on-line access connected. Tom needs to visit both banks to sign signature cards.
4. Review of Investment request process procedure
 - a. The committee made more adjustments to the draft investment withdrawal procedure. Heather offered to re-organize, using numbers to sequence the steps. She will share it with the committee and then, if okay, the library will share it with our two investment advisors. Along with the procedure will be shared the corporate resolution and contact information for the three people approved in the resolution.
5. Discussion of Investment policy
 - a. The group discussed the newest version of the investment policy compared to the one found from 2010. Several changes have occurred. It was decided to send the latest version, pointing out the changes to Amy at Morgan Stanley for her guidance.
6. Discussion of Long-Range Financial planning
 - a. Budget/2% tax increase for 5 years
 - i. The group discussed putting some fiscal long-range predictions together. One would be around the budget growth, tax levy increase at 2% and what new amount is needed from investment interest and dividends to support the budget.
 - b. Investment projection after 2024 budget draw, 2024 construction draw
 - i. The second planning exercise will be asking Amy at Morgan Stanley to run an investment plan based on our anticipated draws for 2024 to see how the investment total fares over the next years.
7. Other Items from the Floor
8. Adjournment at 4:45 PM

William B. Ogden Free Library
Board of Trustees
Nomination Committee Meeting

Wednesday, June 26, 2024, 10:30am

Attendees: Heather Johnson, Mary Doig, Rachel James, Jessica Reed

The committee met to discuss further a policy for removal of trustees, whether it should be its own policy, part of the by-laws, and how specific it needs to be compared to the recommended statement. H. Johnson offered to reach out to Rebekkah Smith-Aldrich to ask about this, particularly as the state may offer more specific penalties to libraries whose trustees do not comply with the continuing education requirement in the coming years, something that it is our duty to avoid and ensure our board's compliance.

R. James gave a brief update on progress with script-writing for emails to interested/new board members and is working on their consistency in wording.

The committee discussed the idea of changing its name to the Board Development Committee in the next year and if such a change is made by the Board, that it would be helpful to review duties of other committees and roles to determine what can be allocated to redistribute some work more evenly.