

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

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

Absent: Natalie Cramer, Jackie Malaret.

Public Attendees: Lynn Pawloski, *Door Security Solutions*

Meeting was called to order at 7:02 by M. Doig.

Public Comment: No comments

Lynn Pawloski from *Door Security Solutions* gave a presentation regarding options to repair the library's doors.

The Business Manager's Report was given by J. Woodcock.

- Motion to approve the Check Detail Report as presented was made by M. Hammerslag, seconded by V. O'Brien, and approved.

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

- Motion to approve the May 28, 2024 minutes as presented was made by T. Austin, seconded by H. Banaja, and approved.

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

- Motion to approve the appointment of Mari Lynd as clerk was made by V. O'Brien, seconded by O. Fassler, and approved.

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

- Motion to approve the *Accessibility/ADA Statement*, with changes, deleting the word, spots from the designated parking sentence, was made by R. James, seconded by M. Hammerslag and approved.
- Motion to approve the *Crisis Communication Plan* with changes, replacing the word overact with overreact, was made by H. Banaja, seconded by T. Austin, and approved.

- *Emergency Situation Response Plan*. T. Austin recommended replacing plan with procedure in the title and questioned if it was a procedure or policy. V. O'Brien will look into this. No vote.

The Buildings and Grounds Committee Report was given by H. Johnson.

The algae treatment is complete.

- Motion to authorize a limit of \$100,000 from the investment fund for funding doors and circulation desk was made by T. Austin, seconded by V. O'Brien and approved.
- A motion to accept the gift of door hardware offered by *Door Security Solutions* in exchange for testimonial was made by T. Austin, seconded by V. O'Brien and approved.

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 M. Doig.

Fall Market has been scheduled to participate in.

Old Business: None

New Business:

There was a discussion of recent correspondence with the Library.

- Motion was made to set aside recent unrestricted donations in a separate fund was made by T. Austin, seconded by C. Ogden and approved.
- Motion was made to grant N. Cramer a six month leave of absence effective immediately was made by T. Austin, seconded by R. James, and approved.

N. Cramer will complete the two required hours of annual training and the annual sexual harassment training to remain a member in good standing.

Motion to Adjourn was made by H. Banaja, seconded by T. Austin, and approved at 9:06 PM.

Next meeting: September 24, 2024 at 7 PM.