

William B. Ogden Free Library  
Board of Trustees Meeting Agenda  
November 26, 2024

Welcome

Time of Public Comment

- Guest Presenter: Paul Wood

Executive Session

- Salary review, wages, bonuses, holiday pay

Secretary's Report

- *Approve report*

Business Manager's Report

- *Approve the check detail report*

Director's Report

- *Staff Appointment*

Committee Reports

- Administration Committee
  - By-Law Revisions (second read through)
  - *Holiday Pay*
- Building & Grounds Committee
- Finance Committee
  - *Revised 2025 Budget*
  - Proposed 2026 Budget (first look)
- Nominating Committee
  - *Appointment of new trustee*

Old Business

- Outreach Activities

New Business

- Correspondence

Upcoming Meetings

- January 28, 2025

Adjournment

William B Ogden Free Library  
Board of Trustees Meeting  
September 24, 2024

Attending: Tom Austin, Hoss Banaja, Mary Doig, Rachel James, Jackie Malaret, Chris Ogden, Jessica Reed, Heather Johnson *Director*.

Absent: Natalie Cramer, Meredith Hammerslag, Vicki O'Brien.

Meeting was called to order at 7:00 PM by M. Doig.

Public Comment: No Comments

Executive Session: Personnel matter

- Motion to convene Executive Session was made by T. Austin at 7:04 PM, seconded by H. Banaja and approved.
- Motion to exit Executive Session was made by R. James at 7:18 PM, seconded by J. Malaret and approved.

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

- Motion to approve the July 23, 2024 minutes as presented was made by T. Austin, seconded by M. Doig, and approved.

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

- Motion to approve the Check Detail Report as presented was made by J. Malaret, seconded by T. Austin, and approved.

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

- Motion to appoint Marie Dutcher as Business Manager was made by H. Banaja, seconded by C. Ogden, and approved.

The Administrative Committee Report was given by M. Doig.

- Motion to accept the Privacy Statement was made by J. Malaret, seconded by H. Banaja, and approved.
- Motion to accept the Website Policy was made by H. Banaja, seconded by T. Austin, and approved.

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

- The Upcoming Building Conditions Survey was discussed.

The Finance Committee Report was given by T. Austin.

- Motion to accept the Investment Policy as amended by changing, ETF to Exchange Traded Fund, was made by T. Austin, seconded by C. Ogden and approved.
- Motion to accept the Corporate Resolution was made by T. Austin, seconded by R. James and approved, with H. Johnson abstained.

The Nominating Committee Report was given by R. James.

- The Nominating Committee will meet with a potential Board Member candidate.

Old Business:

- Trustee continuing education and the annual sexual harassment training requirements were discussed.
- Public outreach activities were discussed.

New Business:

- Motion to allow the library to be closed additional days around Christmas and New Year's as follows, Tuesdays, December 24 and 31 was made by T, Austin, seconded by H. Banaja, and approved.
- Discussion regarding staff compensation for those days was deferred to the administrative committee to propose a recommendation.

Motion to Adjourn was made by R. James, seconded by H. Banaja, and approved at 8:45 PM.

Next Meeting: November 26, 2024 at 7 PM.

- Guest Presenter: Paul Wood

# William B Ogden Free Library

## Statement of Financial Position

As of October 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Community Bank Checking	0.00
Petty Cash	100.00
Wayne Bank Checking	12,768.35
Wayne Bank Savings	283,991.93
<b>Total Bank Accounts</b>	<b>\$296,860.28</b>
Other Current Assets	
Payroll Refunds	0.06
<b>Total Other Current Assets</b>	<b>\$0.06</b>
<b>Total Current Assets</b>	<b>\$296,860.34</b>
Other Assets	
Long-term Investments	
Community Bank VanBremen Trust	625,919.13
Morgan Stanley Endowment	1,188,991.18
<b>Total Long-term Investments</b>	<b>1,814,910.31</b>
<b>Total Other Assets</b>	<b>\$1,814,910.31</b>
<b>TOTAL ASSETS</b>	<b>\$2,111,770.65</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Child Support	-32.00
Federal Taxes (941/944)	7,217.39
NYS Employment Taxes	366.74
NYS Income Tax	1,403.62
Simple IRA	1,808.13
<b>Total Payroll Liabilities</b>	<b>10,763.88</b>
WCS taxes accrued for next year	271,133.00
<b>Total Other Current Liabilities</b>	<b>\$281,896.88</b>
<b>Total Current Liabilities</b>	<b>\$281,896.88</b>
<b>Total Liabilities</b>	<b>\$281,896.88</b>
Equity	
Opening balance equity	2,323,906.24
Retained Earnings	-406,989.29
Net Revenue	-87,043.18
<b>Total Equity</b>	<b>\$1,829,873.77</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,111,770.65</b>

**William B Ogden Free Library**  
**Budget vs. Actuals: 2024 Budget - FY24 P&L**  
 January - December 2024

	Total			% of Budget
	Actual	Budget	over Budget	
<b>Revenue</b>				
Interest Income	20.69	40.00	-19.31	51.73%
Local public funds	132,819.00	132,819.00	0.00	100.00%
Other receipts	0.00	0.00	0.00	
Gala Gifts & Endowments	2,143.99	0.00	2,143.99	
Gifts and endowments	1,831.35	0.00	1,831.35	
Donations	7,943.18	3,000.00	4,943.18	264.77%
Grants for budgeted expenses	0.00	0.00	0.00	
Summer Reading Program Fund	2,000.00	800.00	1,200.00	250.00%
Wood Trust	0.00	1,400.00	-1,400.00	0.00%
Total Grants for budgeted expenses	\$ 2,000.00	\$ 2,200.00	-\$ 200.00	90.91%
Special grants	0.00	0.00	0.00	
Assemblyman Angelino Funds	1,250.00	0.00	1,250.00	
Total Special grants	\$ 1,250.00	\$ 0.00	\$ 1,250.00	
Total Gifts and endowments	\$ 13,024.53	\$ 5,200.00	\$ 7,824.53	250.47%
Income from investments	0.00	0.00	0.00	
Interest and earnings for operating fund	0.00	145,742.00	-145,742.00	0.00%
Total Income from investments	\$ 0.00	\$ 145,742.00	-\$ 145,742.00	0.00%
Insurance dividends	919.20	1,000.00	-80.80	91.92%
Library charges	1,077.25	1,000.00	77.25	107.73%
Taxable	19.00	0.00	19.00	
Total Library charges	\$ 1,096.25	\$ 1,000.00	\$ 96.25	109.63%
Total Other receipts	\$ 17,183.97	\$ 152,942.00	-\$ 135,758.03	11.24%
System cash grants to member library	0.00	0.00	0.00	
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	2,884.21	0.00	2,884.21	
<b>Total Revenue</b>	<b>\$ 153,051.55</b>	<b>\$ 287,301.00</b>	<b>-\$ 134,249.45</b>	<b>53.27%</b>
<b>Gross Profit</b>	<b>\$ 153,051.55</b>	<b>\$ 287,301.00</b>	<b>-\$ 134,249.45</b>	<b>53.27%</b>
<b>Expenditures</b>				
100 - Personnel	0.00	0.00	0.00	
110 - Payroll Expenses	0.00	0.00	0.00	
111 - Wages	135,117.67	162,102.00	-26,984.33	83.35%
112 - Taxes	16,365.81	13,081.00	3,284.81	125.11%
Total 110 - Payroll Expenses	\$ 151,483.48	\$ 175,183.00	-\$ 23,699.52	86.47%
120 - Employee benefits	0.00	0.00	0.00	
121 - Unemployment insurance	1,649.97	1,625.00	24.97	101.54%
122 - Workers' compensation insurance	0.00	1,950.00	-1,950.00	0.00%
123 - Disability insurance	796.81	950.00	-153.19	83.87%
124 - Continuing education	309.00	1,443.00	-1,134.00	21.41%

125 - Travel	140.03	500.00	-359.97	28.01%
126 - Simple IRA	4,082.26	5,000.00	-917.74	81.65%
<b>Total 120 - Employee benefits</b>	<b>\$ 6,978.07</b>	<b>\$ 11,468.00</b>	<b>-\$ 4,489.93</b>	<b>60.85%</b>
<b>Total 100 - Personnel</b>	<b>\$ 158,461.55</b>	<b>\$ 186,651.00</b>	<b>-\$ 28,189.45</b>	<b>84.90%</b>
200 - Services	-0.39	0.00	-0.39	
210 - Collection acquisitions	0.00	0.00	0.00	
211 - Print materials	6,357.47	9,000.00	-2,642.53	70.64%
212 - Electronic materials	4,645.46	3,000.00	1,645.46	154.85%
212 - Hanford spending	-6,050.93	0.00	-6,050.93	
<b>Total 212 - Electronic materials</b>	<b>-\$ 1,405.47</b>	<b>\$ 3,000.00</b>	<b>-\$ 4,405.47</b>	<b>-46.85%</b>
213 - Other materials	966.65	900.00	66.65	107.41%
<b>Total 210 - Collection acquisitions</b>	<b>\$ 5,918.65</b>	<b>\$ 12,900.00</b>	<b>-\$ 6,981.35</b>	<b>45.88%</b>
220 - Professional fees	1,612.50	2,500.00	-887.50	64.50%
221 - O'Connor Spending - SRP	2,001.44	0.00	2,001.44	
Roxbury Arts Spending	25.00	0.00	25.00	
<b>Total 220 - Professional fees</b>	<b>\$ 3,638.94</b>	<b>\$ 2,500.00</b>	<b>\$ 1,138.94</b>	<b>145.56%</b>
230 - Programs	0.00	0.00	0.00	
231 - Summer Reading Program	194.74	2,000.00	-1,805.26	9.74%
232 - Children	501.79	1,200.00	-698.21	41.82%
233 - Youth	58.24	1,200.00	-1,141.76	4.85%
234 - Adult	485.20	1,200.00	-714.80	40.43%
234 - Gala	738.60	0.00	738.60	
<b>Total 234 - Adult</b>	<b>\$ 1,223.80</b>	<b>\$ 1,200.00</b>	<b>\$ 23.80</b>	<b>101.98%</b>
235 - General interest	-50.77	1,600.00	-1,650.77	-3.17%
<b>Total 230 - Programs</b>	<b>\$ 1,927.80</b>	<b>\$ 7,200.00</b>	<b>-\$ 5,272.20</b>	<b>26.78%</b>
240 - Contracts w/ NYS public libraries/system	6,023.00	8,000.00	-1,977.00	75.29%
<b>Total 200 - Services</b>	<b>\$ 17,508.00</b>	<b>\$ 30,600.00</b>	<b>-\$ 13,092.00</b>	<b>57.22%</b>
300 - Facility	0.00	0.00	0.00	
310 - Repairs	6,854.36	5,000.00	1,854.36	137.09%
320 - Other O&M	0.00	0.00	0.00	
321 - Utilities	9,087.06	9,000.00	87.06	100.97%
322 - Property insurance	14,236.60	15,000.00	-763.40	94.91%
323 - Custodial supplies	153.73	250.00	-96.27	61.49%
324 - Facility maintenance services	13,870.04	21,000.00	-7,129.96	66.05%
325 - Facility maintenance supplies	1,795.20	1,500.00	295.20	119.68%
<b>Total 320 - Other O&amp;M</b>	<b>\$ 39,142.63</b>	<b>\$ 46,750.00</b>	<b>-\$ 7,607.37</b>	<b>83.73%</b>
<b>Total 300 - Facility</b>	<b>\$ 45,996.99</b>	<b>\$ 51,750.00</b>	<b>-\$ 5,753.01</b>	<b>88.88%</b>
400 - Administration	0.00	0.00	0.00	
410 - Office & library supplies	1,109.38	2,000.00	-890.62	55.47%
420 - Telecommunications	3,119.44	3,000.00	119.44	103.98%
430 - Postage & freight	206.79	650.00	-443.21	31.81%
440 - Professional & consultant fees	8,125.00	1,500.00	6,625.00	541.67%
450 - Equipment	0.00	0.00	0.00	
451 - Equipment purchase/lease	2,832.72	6,000.00	-3,167.28	47.21%
451 - Hanford spending	2,131.91	0.00	2,131.91	
Gala Spending	128.95	0.00	128.95	
<b>Total 451 - Equipment purchase/lease</b>	<b>\$ 5,093.58</b>	<b>\$ 6,000.00</b>	<b>-\$ 906.42</b>	<b>84.89%</b>

452 - Equip repairs & maintenance	517.45	500.00	17.45	103.49%
<b>Total 450 - Equipment</b>	<b>\$ 5,611.03</b>	<b>\$ 6,500.00</b>	<b>-\$ 888.97</b>	<b>86.32%</b>
460 - Other miscellaneous	0.39	0.00	0.39	
461 - Advertising & publicity	790.82	1,250.00	-459.18	63.27%
461G - Advertising & Publicity Gala	123.00	0.00	123.00	
<b>Total 461 - Advertising &amp; publicity</b>	<b>\$ 913.82</b>	<b>\$ 1,250.00</b>	<b>-\$ 336.18</b>	<b>73.11%</b>
462 - Bank fees & service charges	182.18	50.00	132.18	364.36%
463 - Memberships & subscriptions	3,370.52	2,500.00	870.52	134.82%
464 - Awards & grants	250.00	250.00	0.00	100.00%
466 - Operating supplies	424.34	600.00	-175.66	70.72%
466- Gala	2,118.99	0.00	2,118.99	
<b>Total 466 - Operating supplies</b>	<b>\$ 2,543.33</b>	<b>\$ 600.00</b>	<b>\$ 1,943.33</b>	<b>423.89%</b>
467 - Sales tax paid	54.80	0.00	54.80	
<b>Total 460 - Other miscellaneous</b>	<b>\$ 7,315.04</b>	<b>\$ 4,650.00</b>	<b>\$ 2,665.04</b>	<b>157.31%</b>
<b>Total 400 - Administration</b>	<b>\$ 25,486.68</b>	<b>\$ 18,300.00</b>	<b>\$ 7,186.68</b>	<b>139.27%</b>
Payroll Expenses	0.00	0.00	0.00	
Company Contributions	0.00	0.00	0.00	
Retirement	911.13	0.00	911.13	
<b>Total Company Contributions</b>	<b>\$ 911.13</b>	<b>\$ 0.00</b>	<b>\$ 911.13</b>	
<b>Total Payroll Expenses</b>	<b>\$ 911.13</b>	<b>\$ 0.00</b>	<b>\$ 911.13</b>	
Unapplied Cash Bill Payment Expenditure	0.00	0.00	0.00	
<b>Total Expenditures</b>	<b>\$ 248,364.35</b>	<b>\$ 287,301.00</b>	<b>-\$ 38,936.65</b>	<b>86.45%</b>
<b>Net Operating Revenue</b>	<b>-\$ 95,312.80</b>	<b>\$ 0.00</b>	<b>-\$ 95,312.80</b>	<b>#####</b>
<b>Net Revenue</b>	<b>-\$ 95,312.80</b>	<b>\$ 0.00</b>	<b>-\$ 95,312.80</b>	<b>#####</b>

Wednesday, Nov 13, 2024 02:41:31 PM GMT-8 - Cash Basis

**William B Ogdan Free Library**  
**Check Detail Report**  
 October 2024

Account	Transaction id	Date	Transaction type	Num	Name	Memor/Description	Cleared	Amount
Wayne Bank Checking 1409								
Wayne Bank Checking	1409	10/23/2024	Check	9194	Accessibility Solutions		Uncleared	\$ 273.18
Wayne Bank Checking	1409	10/23/2024	Check	9194	Accessibility Solutions	Contractual Examination of Accessibility Lists		\$ 186.00
Wayne Bank Checking	1409	10/23/2024	Check	9194	Accessibility Solutions	Need 4.9v emerg light & Alarm Battery		\$ 88.18



William B. Ogden Free Library  
DIRECTORS REPORT NOVEMBER 2024

1. Director's Activity
  - a. Meetings with Staff
    - i. 90 Day Review (1)
    - ii. Annual Reviews (4)
    - iii. Exit interview (1)
    - iv. Staff Meetings (2)
    - v. Interview (1)
    - vi. On-Boarding
  - b. Misc. Meetings
  - c. 4CLS Meetings
    - i. User Group Meeting
    - ii. Director's Meeting
    - iii. Adult Service Meeting
  - d. Library Committee Meetings
    - i. Buildings & Grounds
    - ii. Nominating Committee (2)
    - iii. Finance Committee (2)
    - iv. Admin Committee
  - e. Continuing Education
    - i. 4CLS Day of Learning (4.0)
    - ii. Trustee Handbook Book Club: Officers & Committees (1.5)
    - iii. Communication & Conversation Techniques in the Library Workplace (4.0)
  - f. Grants
    - i. Roxbury Arts Grant Informational Meeting
    - ii. Meetings with artist for project collaborations (2)
2. Library News/Changes.
  - a. No changes
3. Program Highlights
  - a. Halloween inspired events
    - i. Paranormal
    - ii. Cemetery
    - iii. Haunted Gingerbread Houses
  - b. Coding class for kids
4. Statistics
  - a. September/October 2024
    - i. New Patrons Registered: 43
    - ii. Library Visitors: 1,712
    - iii. Programs Offered: 59
    - iv. Hoopla: Circulations: 241, New Patrons: 14
    - v. OverDrive Check-Outs: 651
5. Immediate Considerations/Reminders
  - a. Appointment of Youth Service Staff

WBOFL Administrative Committee Minutes  
11-12-24

**Present:**

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

**Old Business:**

Reviewed suggested changes to the By-Laws in preparation for the annual meeting.

**New Business:**

- **Heather's Annual Evaluation-**

All trustees were provided an opportunity to submit a completed evaluation at the November Trustee's meeting. Their input will be included in the final evaluation. The Administrative Committee will meet to discuss Heather's evaluation on 12/10 and then meet with Heather on 12/19 to finalize the evaluation. Mary Doig will meet with Heather to review and sign the evaluation.

- **Thanksgiving, Christmas and New Year's holidays-**

The committee discussed and agreed to recommend the Board of Trustee's make a one-time change to holiday pay for staff regularly scheduled to work on 11/27, 11/29, 12/24 and 12/31.

- **Discussed the formation of an Executive Committee-**

To include 4 officers and 1 additional trustee. This recommendation will be presented to the Board of Trustees at the November meeting. If approved, this will be added to the By-Laws, the Emergency Action procedure and any other applicable policy and procedures.

- **Discussed sustainability-**

The committee agreed to recommend the trustees include other areas of sustainability and add Sustainability as a goal on the Long Range Plan-

MHLS uses the Triple Bottom Line approach. Discussed developing a Policy Statement outlining areas of concern on topics of sustainability to include in the By- Laws and Long Range Plan.

- Consider dividing up the 3 parts of the Triple Bottom Line between committees?

**Examples:**

- Finance-draft the economic piece
- Building and Grounds -draft the environmental aspects of building projects, grounds keeping and product and paper use
- Board Development -draft social equity as it pertains to patrons, staff and board
- Administrative-to coordinate all of the information and prepare a draft document to submit to the Board of Trustees for review and approval.

**Wages:**

- The committee agreed to recommend to the board a 5% raise .
- Discussed drafting a wage plan to include length of service, skill sets, degrees, etc.

**End of Year Bonus:**

Discussed and agreed to recommend that an end of year bonus be distributed.

**Desk and Doors:**

Discussed safety concerns due to having only one exit from the main desk. Heather will share this concern with the Buildings and Grounds Committee.

**Next Meeting:** January 8<sup>th</sup> from 3pm to 5pm to review and revise Policies and Procedures

William B. Ogden Free Library  
BY-LAWS

**Mission Statement**

The mission of the William B. Ogden Free Library is to enrich the literary and cultural lives of our community members, and to preserve the integrity of the historic structure of the library building.

**By-Laws**

**1. Name**

The name of this Association shall be the William B. Ogden Free Library.

**2. Place of Business**

The Association shall be located at 42 Gardiner Place, Walton, Delaware County, New York 13856.

**3. Fiscal**

- a. The fiscal year of the library shall be the calendar year.
- b. The William B. Ogden Free library is a 501-C3 organization as granted by the Internal Revenue Service as granted November 1943 pursuant to section 509 (a) (1) and 170(b) (1) (A) (vi) of the Internal Revenue Code.

**4. Board of Trustees**

~~The Trustees shall oversee the general management of the library and its property. They shall provide ways and means for the maintenance and endowment, suitable rooms, furnishings, books, newspapers, periodicals, and equipment. They shall appoint and fix the salary of the Library Director, needed assistants, and other employees. They shall make by-laws and have such powers and duties as are prescribed for trustees of Association Libraries by state law.~~

- a. The library shall be governed by a full Board of Trustees. The Board shall consist of eleven members, elected for terms of four years each. ~~Terms expire the day before the annual meeting.~~ Newly elected members will take office at the first meeting following the annual meeting.
- b. Eligibility for office shall be limited to adults aged 18 or older. A candidate must reside, own property or own a business with a Walton address.
- c. Unexcused absence from three consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board Member in writing that they are no longer on the Board. If dismissal is deferred by Board action, the President shall inform the absent Board member in writing the conditions of this deferral.

William B. Ogden Free Library  
BY-LAWS

- ~~d. Board members may serve two, four-year terms consecutively. Partial terms of two years or more will be considered full terms for this purpose. Board members must take one year off before re-appointed.~~
- ~~e. As terms expire, a successor may be elected by majority vote of the Board members at the annual meeting. Vacancies due to causes other than expiration of term shall be filled for the balance of the unexpired term, at the next regular board meeting. Any vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that position.~~
- f. The Board shall have the power to remove Officers and Directors for cause. a Trustee for misconduct, incapacity, neglect of duty, or refusal to carry into effect the library's educational purpose provided in Education Law 226; subdivision 8.
- g. Each Trustee shall have one vote, irrespective of office held.
- h. A trustee must be present at a meeting to have their vote count or meet the provisions of New York State's Open Meeting Law.
- i. A majority of the whole board (including vacancies) is required for any motion to pass.
- j. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board on any matter without prior approval of the Board. No member by virtue of their office shall exercise any administrative responsibility with respect to the library, nor as an individual, command the services of any library employee.
- k. Each member of the board of All trustees shall be required to complete a minimum of two hours of trustee education annually as required by Education Law 260-d.
- l. In addition, each board member All trustees must complete an annual sexual harassment training as required by New York State Human Rights Law.
- m. All resignations from the Board shall be made in writing and addressed to the President. Such resignations shall be effective upon receipt unless another date is specified therein. Any resignation from an office of the Board shall not be construed as a resignation from the board unless so specified in the letter of resignation.

## 5. Officers

- a. At the January annual meeting, the officers shall be elected from among the Board membership. The officers of the Board shall be the President, Vice-President, Secretary, and Finance Officer. These officers shall serve for a period of one year or until their successors have been duly elected. The duties of such officers shall be as follows:
- b. The **President** shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the

William B. Ogden Free Library  
BY-LAWS

- board, serve as ex-officio voting member of all committees, and generally perform all the duties associated with that office.
- e. The **Vice-President**, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President. ~~The Vice President shall ensure that Board meetings are conducted in compliance with these by-laws and accepted meeting procedures.~~
  - d. The **Secretary** shall keep a true and accurate record of all meetings of the Board, issue notice of all regular and special meetings, maintain a record of trustee term ending dates, and perform such duties as are generally associated with that office including Board correspondence. If another person has been designated by the board to take the minutes, they shall submit the minutes to the Secretary for review. Minutes shall be posted on the library's website in unapproved form within two weeks of the meeting. Once approved by the Board, the document shall be updated on the library's website.
  - e. The **Finance Officer** shall review accounting entries and bank reconciliations **as prepared by the business manager** on a monthly basis. They shall review all library financial statements and expenditures prior to Board Meetings. They shall oversee the regular audit claims and chair the finance committee.

## 6. Director

- a. The Board shall appoint a qualified Director who shall be the chief executive officer of the policies of the Board and shall have charge of the administration of the library under the direction and review of the Board. The Director shall be authorized to act on behalf of the Library within the Board approved budgetary and policy guidelines.
- b. The Director **shall be bonded** and be responsible for the proper direction and supervision of the Library staff, for the care and maintenance of the Library property, for the selection of materials, for high quality service to the public and for the preparation of the Library annual budget in accordance with the approved policy of the Board.
- c. The Director shall submit to the Board all reports requested by the Board including an Annual Report and all New York and local required reports indicating the status and progress of the Library and such recommendations for its future as are necessary and pertinent.
- d. The Director shall render and submit any recommendations of such policies and procedures which, in the opinion of the Director, will improve the efficiency and quality of library service.
- e. The Director shall attend all Board Meetings except the portion of the meeting at which the Director's appointment or salary is to be discussed or decided. The Director shall be an ex-officio member of all committees and shall actively assist

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the Board and its committees in the planning and execution of their responsibilities. **The Director has no voting privileges.**

**7. Business Manager**

- a. The Business Manager shall ~~be bonded and shall~~ receive, hold, and pay out funds under the direction of the Trustees **Director.**
- b. The Business Manager shall submit bi-monthly (every other month) and annual reports to the Board regarding receipts, expenditures, assets, and liabilities and budget status.**
- c. The Business Manager shall work with the Director to create an annual budget.
- d. The Business Manager shall be responsible for assuring compliance with all applicable federal and state financial reporting requirements.
- e. The Business Manager shall attend Board meetings and be an ex-officio member of the Finance Committee with no voting privileges.
- f. The Business Manager is responsible to provide monthly verification of accounts balance and reconciliation to the Finance officer.**

**8. Committees**

At the annual meeting, the President shall appoint standing committees entitled: Finance, Building and Grounds, Administration, and ~~Nominating~~ **Board Development**. Each committee will consist of at least two board members and up to one community member to serve one-year terms. They shall act under the direction of the Board of Trustees and shall report to the Board as required.

Chairs of standing committees shall be current members of the Board. Non-Board members are eligible to serve on committees. Non-Board Members will participate in an advisory and non-voting capacity.

- a. **Finance:** The Finance Committee shall, with the assistance of the Director and Business Manager, prepare and present a budget for the coming year and shall, throughout the year, render such additional reports and recommendations as may be deemed necessary to keep the Board informed on such financial matters as may arise. The Finance Committee shall have the oversight of all library funds, income, investments, expenditures, and budgeting. It shall determine the needs of the library and make recommendations for fund raising. They shall examine the contents of the safe deposit box and the financial reports of all accounts and holdings prior to the Annual Meeting. The books of the Business Manager shall be audited and the securities for the Association shall be examined by private auditor at the discretion of the Board before the Annual Meeting. Federal tax report 990 shall be completed by an independent, qualified individual. The

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Finance Committee shall, with the assistance of the Director, recommend utilization of all undesignated monetary gifts in accordance with the objectives of the Library.

- b. **Building and Grounds:** The Building and Grounds Committee shall, with the assistance of the Director, make recommendations on all matters relating to the use and occupation of the building and grounds and shall prepare budgetary recommendation for the Finance Committee relating to the repair, alteration, safety, furnishing, heating, lighting, equipment, sanitation, required inspections, and all general maintenance of the building and grounds.
- c. **Administration:** The Administration Committee shall, with the assistance of the Director, annually review the basic policies and procedures of the Library as well as review staff job descriptions and rates of pay. The Administration Committee shall prepare budgetary recommendations for the Finance Committee relating to rates of pay/bonuses. The Administration Committee shall be responsible for interviewing and recommending to the Board candidates for the position of Director. They are responsible for annually evaluating the job performance of the Director, including a written review. They shall provide advice to the Director in areas of employee relations, recruitment, and retention as needed. The Administration Committee shall also make recommendation regarding changes in the Constitution and By-Laws of the Library.
- d. **Nominating Board Development:** The Nominating Board Development Committee shall propose names of community members to fill expired terms and vacated terms of trustees (four-year terms) and propose a slate of officers at the annual meeting (one-year terms). Also, it shall acquaint new and proposed members with the library policies and procedures as well as trustee responsibilities.
- e. All committee chairs shall make a written progress report to the Board at each of its meetings.
- f. Committees shall have advisory powers only, unless the Board delegates specific authority to a committee to act on the Board's behalf.
- g. **Ad hoc committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.**
- h. **There shall be an Executive Committee composed of the four elected officers and one appointed, member at large. The primary role of the Executive Committee is to make timely decisions on behalf of the full board during emergencies when immediate action is required, and it is impractical to convene a full board meeting.**

**Scope of Authority:**

- **Authorized to make decisions related to immediate operational, safety, or legal concerns that cannot be delayed until a full board meeting.**



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- Empowered to act on emergency expenditures.
- Can approve or implement temporary measures or actions by majority vote, to maintain library operations until the full board can meet.
- May handle time-sensitive issues related to staffing, facility management, or community outreach when waiting for the next board meeting would negatively impact the library.

Limitations:

- All actions taken by the Executive Committee must be documented and reported at the next full board meeting for review and ratification.
- The committee cannot make binding decisions on significant policy changes, permanent budget reallocations, strategic planning, or issues involving major structural or administrative shifts without full board approval.
- The committee cannot unilaterally hire or terminate key library staff or enter into long-term contracts without board consensus.

## 9. Meetings

- ~~The regular Meetings shall be held on the fourth Tuesday of alternate months beginning in January, immediately following the annual meeting. Notice of all regular meetings will be sent to the news media, noted on the Library's website, and posted in the Library.~~ All meetings shall be in compliance with the New York State Open Meetings Law.
- Special meetings may be called by the President or by any two ~~three~~ Trustees for a specific purpose. The agenda of a special meeting shall be limited to the specific items as set forth in the notice for the meeting. No business may be transacted at such a special meeting except the stated business. All meetings shall be in compliance with the New York State Open Meeting Law.
- ~~The Annual Meeting shall be held on the fourth Tuesday in January or at a date specified by the Board of Trustees. A legal notice of this meeting shall appear twice prior to the meeting date.~~ The Annual meeting shall be held in January of each year. The business transacted at this meeting shall include the election of new trustees, the election of officers, the designation of the library's newspaper of record, and a confirmation of the library's banking institutions.
- The operating and financial reports the previous year shall be presented at the regular meeting in the first month of the library's fiscal year.
- The preliminary budget for the subsequent calendar year, required for submission to the Walton School District voters, shall be presented at the regular meeting in November.
- The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in January.
- ~~Education Law § 226 (1) states that a "majority of the whole number [of trustees, regardless of vacancies] shall be a quorum."~~ If a quorum is not present, the

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- meeting shall adjourn to a date to be determined by the President and communicated to the members of the Board. A simple majority of the whole Board (including vacancies) shall constitute a quorum for the conducting of all business. A majority of the whole board (including vacancies) is required for any motion to pass. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
- h. Meetings shall comply with the Open Meeting law of the State of New York.
  - i. ~~Absence from three consecutive Board meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board member in writing that they are no longer on the Board. If dismissal is deferred by Board action, the President shall inform the absent Board member in writing the conditions of this deferral.~~
  - j. The order of business for regular meetings shall include, but not be limited to the following:
    - Call to Order and roll Call of Members
    - Adoption of Agenda
    - Time of Public Comment
    - Approval of Previous Minutes
    - Correspondence
    - ~~Personnel Actions Report~~
    - Business Manager's Report
    - Budgets vs Actuals
    - Statement of Financial Position
    - Check Detail Report
    - Director's Report
    - Committee Reports
    - ~~Unfinished~~ Old Business
    - New Business
    - Other Business
    - Dates of Future Board Meetings
    - Adjournment
  - k. ~~The Director shall attend all meetings, may participate in the discussion, and may offer professional advice, but may not vote.~~

**10. Amendments:**

- a. ~~The By-Laws may be amended by a two-thirds majority vote of the Trustees at any Annual Meeting if notice was contained in the call for the meeting. Proposed amendments will be available two weeks prior to the Annual Meeting.~~ Amendments to these By-Laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed

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amendment(s) shall be sent to all absent members at least ten days prior to voting session. A simple majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment.

- b. Any rule or resolution of the Board, whether contained in these By-Laws or otherwise, may be suspended temporarily in connection with business at hand, but such a suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

**11. Procedure:**

- a. All procedures not specified herein shall be in accord with *Robert's Rules of Order*.
- b. In providing public library service, the Trustees of the William B. Ogden Free Library are guided by the following ALA statements on access to information:
  - Library Bill of Rights
  - The Freedom to Read Statement
  - The Freedom to View Statement
  - Interpretations of the Library Bill of Rights:
    - Access to Libraries Resources and Services for Minors
    - Access to Digital Resources and Services

Revised July 2010  
Revised January 2020  
Revised January 2023

William B. Ogden Free Library

# Building & Grounds Committee | Meeting Minutes

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**OCTOBER 16, 2024 / 10:30 AM**

Submitted by: Hoss Banaja

## ATTENDEES

PRESENT: Heather Johnson, Tom Austin, Hoss Banaja, Mary Doig

ABSENT: Meredith Hammerslag (excused)

## PROJECT/ISSUE NOTES

### **DOORS**

#### LATCHES/HARDWARE

- North St latch has been installed, working well. Door weight/resistance is better and door latches well.
- Joe architect to draw up a project timeline for door project to guide us on next steps and who is responsible for what. Joe to also revise budget for door and desk project(s) after receiving numbers from Joe Waz (Williams) and Eastman. To be prepared by next week (Oct week 3/4).

#### ACCESSIBILITY

- Gardiner doors are individually not wide enough for wheelchair, so both doors will need to swing. Makes astragal (weather seal) installation more complicated, cannot overlap. Joe arch to go back to Assa Abloy on solutions/specs, to be forwarded to Waz/Williams.

#### PEOPLE COUNTER

- Will rough-in electrical for future installation of people counter.
- Joe arch to research/recommend companies that offer and install hardware.

### **CIRCULATION DESK**

- B&G Comm to ask Eastman to recommend a subcontractor who can fabricate the desk. Eastman to GC.
- Joe arch sent revised elliptical and circular designs for center of main stacks. Discussed some details (e.g., drawer depth, placement, etc).

### **ELEVATOR**

- Routine service done 10/15. Alarm battery replaced (3-year lifespan).

## PROJECT DASHBOARD (AS OF NOV 20, 2024)

PROJECT CLASS	ISSUE NAME	PRIORITY	STATUS	LATEST UPDATE
Doors	People Counters	LOW	PLANNED	[2024-10-16] Will plan to rough in electrical during door hardware project for future installation of people counter. Joe (arch) to research hardware suppliers.
Doors	Gardiner Threshold	LOW	ON HOLD	
Doors	Security Button	LOW	ON HOLD	
Doors	Accessibility Button	LOW	ON HOLD	
Circulation Desk	Accessible Desk	HIGH	RESEARCHING	[2024-10-24] Joe (arch) submitted proposals for circulation desk and door hardware. Awaiting response from Waz/Williams on door hardware and Eastman on scheduling. Eastman to recommend contractor who can fabricate desk.
Elevator	Elevator Replacement	HIGH	ON HOLD	
Electrical	Panel	MEDIUM	IN PROGRESS	[2024-10-16] Light switch upgrade to BCS.
HVAC	Up/Down Separation	MEDIUM	RESEARCHING	
HVAC	AC Concealment	LOW	PLANNED	
Misc	Fire Escape Ladder	MEDIUM	PLANNED	
Misc	Library Road Signs	LOW	IN PROGRESS	
Exterior	Ramps/Sidewalks	LOW	ON HOLD	
Exterior	Bookdrops	LOW	RESEARCHING	
Exterior	S&S Lawn Maintenance	LOW	IN PROGRESS	[2024-10-16] Heather to ask Marie (bookkeeper) to set up accounts/payable so that expense will be applied to 2024.
Building Condition Survey	Grant Application		RESEARCHING	

# WBOFL Finance Committee Meeting Minutes– 11/14/2024

PRESENT: Tom Austin, Hossam Banaja, Mary Doig, Heather Johnson, Marie Dutcher and guest Amy Cesarano of Morgan Stanley

- Call to Order
  - By Chair Tom at 10:30 AM.
  
- Morgan Stanley investment update – Amy
  - Amy updated the committee on the performance of the portfolio. The market has been up, and the performance is meeting our needs for cashflow.
  - Our cashflow and transfer procedure were reviewed.
  - The new investment policy was discussed. MS has quite a bit of our investments in ESG companies, which is not a requirement in our policy. There seems to be no loss of performance, so, it was decided to monitor and not change things unless Amy advises.
  - Amy responded to a request about electronic documents and a procedure for the library to receive and save them was established.
  - The committee asked for transparency on all fees and charges associated with the account. Amy will send this information to us for review.
  
- Long-range planning scenarios - Tom/Amy
  - Amy and Tom worked on six scenarios regarding our estimated budget growth, possible capital spending and investment performance. A one-page summary of these scenarios and results was discussed with the committee.

Amy was excused from the meeting.

- Business Manager transition status - program, banking and investment access - account balancing – other
  - The new business manager Marie has reconciled the accounts and tax filings.
  - All signature cards and account access are finished, except Marie getting on-line access to the banks.
  - Next up, reconciliation of the investment amounts with the QuickBooks system. Tom and Marie will meet to discuss how this is completed in the system.
  
- Board reports for November
  - The committee reviewed the board reports for the November meeting. A few adjustments are suggested for accuracy and then they will be ready to share with the full board.

# WBOFL Finance Committee Meeting Minutes– 11/14/2024

- Review revised 2025 budget
  - The committee reviewed a revised 2025 budget. It is up 3.7% from the one we approved a year ago. It is recommended by the committee that the Board approve this higher budget for 2025.
- Review draft 2026 budget
  - The committee reviewed various versions of the 2026 budget. Using the revised 2025 budget as a base, the budget is up less than 5%. The committee reviewed tax levy support at the 2% limit and at 90% of the budget total. This will be presented and discussed at the full board meeting.
- Grant updates
  - None currently.
- Other Items from the Floor
  - The annual form 990 was completed and filed. Piaker & Lyons, CPA's out of Binghamton prepare and file the annual doc for the library, with the fee largely subsidized by a former board member.
- Adjourned at 11:55 AM.

Operating Fund Budget Worksheet

Account Name	Approved 2025 Budget	Revised 2025 Budget	Revised '25 to Approved '25 % Change
<b>Income:</b>			
Interest income	\$50	\$50	0.0%
Local public funds	\$271,133	\$271,133	0.0%
Fund raising			
Donations	\$3,000	\$3,000	0.0%
Grants for budgeted expenses	\$800	\$800	0.0%
Wood Trust	\$1,500	\$1,500	0.0%
Insurance Dividends	\$1,000	\$1,000	0.0%
Library charges	\$1,000	\$1,000	0.0%
LLSA	\$1,500	\$2,037	35.8%
Investment Income and Dividends	\$21,276	\$32,028	50.5%
<b>Total income</b>	<b>\$301,259</b>	<b>\$312,548</b>	<b>3.7%</b>
special projects (e.g., Hanford, Angelino)			
<b>Expenses:</b>			
<b>Personnel</b>			
Payroll Expenses			
Wages	\$168,213	\$173,543	3.2%
Taxes	\$13,963	\$13,963	0.0%
Employee benefits			
Unemployment insurance	\$1,685	\$1,685	0.0%
Workers' compensation insurance	\$2,000	\$1,717	-14.2%
Disability insurance	\$1,000	\$1,000	0.0%
Continuing education	\$1,498	\$3,015	101.3%
Travel	\$500	\$500	0.0%
Simple Plan - IRA	\$5,100	\$5,100	0.0%
<b>Services</b>			
Collection acquisitions			
Print materials	\$9,000	\$9,000	0.0%



Operating Fund Budget Worksheet

Account Name	Approved 2025 Budget	Revised 2025 Budget	Revised '25 to Approved '25
Electronic materials	\$4,000	\$5,550	38.8%
Other materials	\$900	\$900	0.0%
Professional fees	\$2,500	\$3,000	20.0%
Programs			
Summer Reading Program	\$2,000	\$2,000	0.0%
Children	\$1,200	\$1,200	0.0%
Youth	\$1,200	\$1,200	0.0%
Adult	\$1,200	\$1,200	0.0%
General interest	\$1,600	\$1,600	0.0%
Contracts w/ NYS public libraries/system	\$8,000	\$6,500	-18.8%
<b>Facility</b>			
Repairs	\$7,500	\$7,500	0.0%
Other O&M			
Utilities	\$9,500	\$9,500	0.0%
Property insurance	\$16,500	\$19,175	16.2%
Custodial supplies	\$250	\$250	0.0%
Facility maintenance services	\$22,000	\$22,000	0.0%
Facility maintenance supplies	\$1,500	\$1,500	0.0%
<b>Admin</b>			
Office & library supplies	\$2,000	\$2,000	0.0%
Telecommunications	\$3,000	\$3,000	0.0%
Postage & freight	\$650	\$650	0.0%
Professional & consultant fees	\$1,500	\$3,000	100.0%
Equipment			
Equip purchase/lease	\$6,000	\$6,000	0.0%
Equip repairs & maintenance	\$500	\$500	0.0%
Other miscellaneous			
Advertising & publicity	\$1,250	\$1,250	0.0%
Bank fees & service charges	\$50	\$50	0.0%
Memberships & subscriptions	\$2,600	\$2,600	0.0%
Awards & grants	\$250	\$250	0.0%
Operating supplies	\$650	\$650	0.0%

Operating Fund Budget Worksheet

Account Name	Approved 2025 Budget	Revised 2025 Budget	Revised '25 to Approved '25	Proposed 2026 Budget	Revised '25 to Proposed '26	
			% Change		% Change	
<b>Income:</b>						
Interest income	\$50	\$50	0.0%	\$50	0.0%	
Local public funds	\$271,133	\$271,133	0.0%	\$293,105	8.1%	at 90% of
Fund raising						
Donations	\$3,000	\$3,000	0.0%	\$3,000	0.0%	
Grants for budgeted expenses	\$800	\$800	0.0%	\$800	0.0%	
Wood Trust	\$1,500	\$1,500	0.0%	\$1,500	0.0%	
Insurance Dividends	\$1,000	\$1,000	0.0%	\$1,100	10.0%	
Library charges	\$1,000	\$1,000	0.0%	\$1,000	0.0%	
LLSA	\$1,500	\$2,037	35.8%	\$2,078	2.0%	
Investment Income and Dividends	\$21,276	\$32,028	50.5%	\$23,039	-28.1%	
<b>Total income</b>	<b>\$301,259</b>	<b>\$312,548</b>	<b>3.7%</b>	<b>\$325,672</b>	<b>4.2%</b>	
special projects (e.g., Hanford, Angelino)						
<b>Expenses:</b>						
<b>Personnel</b>						
Payroll Expenses						
Wages	\$168,213	\$173,543	3.2%	\$182,220	5.0%	
Taxes	\$13,963	\$13,963	0.0%	\$13,940	-0.2%	
Employee benefits						
Unemployment insurance	\$1,685	\$1,685	0.0%	\$1,719	2.0%	
Workers' compensation insurance	\$2,000	\$1,717	-14.2%	\$1,803	5.0%	
Disability insurance	\$1,000	\$1,000	0.0%	\$1,000	0.0%	
Continuing education	\$1,498	\$3,015	101.3%	\$3,166	5.0%	
Travel	\$500	\$500	0.0%	\$500	0.0%	
Simple Plan - IRA	\$5,100	\$5,100	0.0%	\$5,355	5.0%	
<b>Services</b>						
Collection acquisitions						
Print materials	\$9,000	\$9,000	0.0%	\$9,180	2.0%	

Operating Fund Budget Worksheet

Account Name	Approved 2025 Budget	Revised 2025 Budget	Revised '25 to Approved '25	Proposed 2026 Budget	Revised '25 to Proposed '26
Electronic materials	\$4,000	\$5,550	38.8%	\$5,828	5.0%
Other materials	\$900	\$900	0.0%	\$900	0.0%
Professional fees	\$2,500	\$3,000	20.0%	\$3,000	0.0%
<b>Programs</b>					
Summer Reading Program	\$2,000	\$2,000	0.0%	\$2,000	0.0%
Children	\$1,200	\$1,200	0.0%	\$1,200	0.0%
Youth	\$1,200	\$1,200	0.0%	\$1,200	0.0%
Adult	\$1,200	\$1,200	0.0%	\$1,200	0.0%
General interest	\$1,600	\$1,600	0.0%	\$1,600	0.0%
Contracts w/ NYS public libraries/system	\$8,000	\$6,500	-18.8%	\$6,630	2.0%
<b>Facility</b>					
Repairs	\$7,500	\$7,500	0.0%	\$7,875	5.0%
Other O&M					
Utilities	\$9,500	\$9,500	0.0%	\$9,975	5.0%
Property insurance	\$16,500	\$19,175	16.2%	\$21,091	10.0%
Custodial supplies	\$250	\$250	0.0%	\$250	0.0%
Facility maintenance services	\$22,000	\$22,000	0.0%	\$22,440	2.0%
Facility maintenance supplies	\$1,500	\$1,500	0.0%	\$1,500	0.0%
<b>Admin</b>					
Office & library supplies	\$2,000	\$2,000	0.0%	\$2,000	0.0%
Telecommunications	\$3,000	\$3,000	0.0%	\$3,000	0.0%
Postage & freight	\$650	\$650	0.0%	\$650	0.0%
Professional & consultant fees	\$1,500	\$3,000	100.0%	\$3,150	5.0%
<b>Equipment</b>					
Equip purchase/lease	\$6,000	\$6,000	0.0%	\$6,000	0.0%
Equip repairs & maintenance	\$500	\$500	0.0%	\$500	0.0%
<b>Other miscellaneous</b>					
Advertising & publicity	\$1,250	\$1,250	0.0%	\$1,250	0.0%
Bank fees & service charges	\$50	\$50	0.0%	\$50	0.0%
Memberships & subscriptions	\$2,600	\$2,600	0.0%	\$2,600	0.0%
Awards & grants	\$250	\$250	0.0%	\$250	0.0%
Operating supplies	\$650	\$650	0.0%	\$650	0.0%

Operating Fund Budget Worksheet

Account Name	Approved 2025 Budget	Revised 2025 Budget	Revised '25 to Approved '25	Proposed 2026 Budget	Revised '25 to Proposed '26
<b>Total expenses</b>	<b>\$301,259</b>	<b>\$312,548</b>	<b>3.7%</b>	<b>\$325,672</b>	<b>4.2%</b>

## WBOFL Long-range Planning

ALL Scenarios		Start as of 10/1/2024, beginning investment value.									
Scenario 1		Use annual budget draws and one-time \$100K capital draw as listed for #1, limit levy at 2% increase.									
	RESULT	\$2.253 mil to \$1.704 mil in ten years - large draws in later years for budget balancing									
Scenario 1A		Add in possible capital project draw of \$125K									
	RESULT	\$2.253 mil to \$1.548 mil in ten years - large draws in later years for budget balancing									
Scenario 1B		Add in possible capital project draw of \$250K instead of \$125K									
	RESULT	\$2.253 mil to \$1.391 mil in ten years - large draws in later years for budget balancing									
Scenario 2		Use annual budget draws and one-time \$100K capital draw as listed for #2, levy budgeted at 90%									
	RESULT	\$2.253 mil to \$2.476 mil in ten years									
Scenario 2A		Add in possible capital project draw of \$125K									
	RESULT	\$2.253 mil to \$2.319 mil in ten years									
Scenario 2B		Add in possible capital project draw of \$250K instead of \$125K									
	RESULT	\$2.253 mil to \$2.154 mil in ten years									
Beginning Balances as of 9/30/2024											
VanBree men Trust		\$706,721									
Morgan Stanley Endowment		\$1,480,133									
Total		\$2,186,854									

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

Tuesday, October 22, 3pm

Attendees: Heather Johnson, Mary Doig, Rachel James, Jackie Malaret

The committee met with and interviewed a board candidate for the recently opened position.

Wednesday, October 30, 10:30am

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

The committee discussed the options for the best committee placement for the board candidate recently interviewed, should the board approve their appointment.

Following the October 15th Mid-Hudson Library webinar Q&A on committees, we discussed options for offering the opportunity to be a part of a different committee. Collectively, we came up with a concise form, which we will be using at the next board meeting to prepare for the annual meeting.

This elicited a brief conversation about an executive committee, sending a slight revision idea to the Administrative Committee for the Crisis Communication Plan that will make a few phrases more succinct.

The Chair will reach out to current officers/board members to find out who would like to serve next year's term as an officer, as well as to the board members whose current term will be finished in January to determine if they would like to continue for another.