

William B. Ogden Free Library
Board of Trustees Meeting
March 25, 2025

Attending: Tom Austin, Hoss Banaja, Mary Doig, Marie Dutcher/ *Business Manager*, Rachel James, Jackie Malaret, Janet Merrill, Vicki O'Brien, Chris Ogden, Jessica Reed, Heather Johnson/ *Director*.

Public Attendees: none

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

Adoption of Agenda: Passed.

Public Comments: No Comments.

Executive Session: Update on salary review.

- Motion to convene Executive Session was made by R. James at 7:01 PM, seconded by J. Malaret, and approved.
- Motion to exit Executive Session was made by J. Malaret at 7:36 PM, seconded by R. James, and approved.

Regular Session:

- Motion to reconvene regular session was made by V. O'Brien at 7:37 PM, seconded by J. Malaret, and approved.

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

- Motion to approve the January 28, 2025 minutes as presented was made by J. Malaret, seconded by J. Merrill, and approved.

Correspondence: None.

The Business Manager's Report was given by M. Dutcher.

- Budget vs actual was discussed.
- Statement of Financial Position was discussed
- Motion to approve the Check Detail Report as presented was made by H. Banaja, seconded by V. O'Brien, and approved.

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

- Motion to approve the Annual Report to NYS as presented was made by T. Austin, seconded by C. Ogden, and approved.

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

- Motion to approve the Grievance Procedure Policy Revisions as presented was made by J. Merrill, seconded by V. O'Brien, and approved.

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- Motion to approve the Attendance and Leave Policy Revisions with the added revision of replacing the term, “telecommuting” with, “working remotely”, was made by R. James, seconded by J. Malaret, and approved.

The Board Development Committee Report was given by R. James.

- Motion to accept the resignation of Trustee Natalie Cramer was made by R. James, seconded by M. Doig, and approved.
- Motion to approve Board of Trustee Candidate, Venus Melo, was made by R. James, seconded by V. O’Brien and approved.
- Updated Trustee Orientation Training was discussed.

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

- Plumbing quotes were discussed.
- Building Conditions Survey Update was discussed.

The Finance Committee Report was given by T. Austin.

- Flood Insurance was discussed.

Ad Hoc Wage Committee:

- Motion to approve the recommendation of the Ad Hoc Wage Reconstructing Committee as presented in Executive Session, effective June 01, 2025 was made by J. Malaret, seconded by R. James, and approved.

Old Business: None.

New Business: None.

Other Business: The upcoming tax vote on May 20, 2025 from 12-8 PM at the school bus garage, was discussed.

Motion to Adjourn was made by R. James, seconded by J. Malaret, and approved at 8:26 PM.

Next Meeting: May 27, 2025, 7 PM.