

William B Ogden Free Library
Board of Trustees Meeting Minutes
September 30, 2025

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

Excused: Jackie Malaret, Venus Melo.

M. Dutcher was excused at 7:33 PM.

Public Attendees: None

Meeting was called to order at 7:01 PM by M. Doig.

Motion for Adoption of Agenda was made by T. Austin, seconded by V. O'Brien and approved.

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

- Motion to approve the July 22, 2025 minutes as presented was made by D. Kruppo, seconded by C. Ogden, and approved.

Correspondence: A thank you card from a staff member was read by H. Johnson.

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

- Budget vs. Actual was discussed.
- The accountant will complete taxes.
- The Statement of Financial Position was discussed and is correct and balanced.
- Motion to approve the Check Detail Report as presented was made by R. James, seconded by J. Merrill and approved.

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

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

- Motion to approve the Orientation and Introductory Period Policy was made by R. James, seconded by D. Kruppo, and approved.
- Motion to approve the Outside Employment Policy was made by D. Kruppo, seconded by J. Reed, and approved,
- Reminder to trustees to fill out the Director's Annual Performance Review.

William B. Ogden Free Library
Board of Trustees Meeting
September 30, 2025

The Board Development Committee Report was given by J. Reed.

- Two upcoming open trustee positions were discussed.
- Preliminary Information was given regarding a secondary trustee orientation to be required for new trustees and optional for established trustees that would count towards continuing education hours and held during the annual meeting was discussed.

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

- The downstairs bathroom repairs have been completed and are functional.
- The circulation desk is on schedule and within budget.
- The door repair project progress was discussed.
- Replacement for aging carpet was discussed.

The Finance Committee Report was given by T. Austin.

- Motion to approve changes to the Investment Policy/ Public Funds was made by J. Merrill, seconded by C. Ogden and approved.
- Motion to accept the Carpet Replacement Quote was made by J. Merrill, seconded by C. Ogden and approved.

Old Business: None.

New Business: Trustees completed annual Sexual Harassment Certificates turned in.

Other Business: None.

Motion to Adjourn was made by R. James, seconded by H. Banaja, and approved at 8:27 PM.

Next Meeting: November 18, 2025 at 7 PM.