

William B. Ogden Free Library
Board of Trustees Meeting Minutes
November 18, 2025

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

Public Attendees: From 7:00 PM-7:31 PM, Guest Presenters, Paul Wood and Adam Niebanck of Nottingham Trust/ Division of Community Bank, N.A. presented an update and investment review of the portfolio of VanBreeman Estate and of the Wood Trust.

The meeting was called to order at 7:35 PM by M. Doig.

Adoption of Agenda: Motion made by V. O'Brien, seconded by D. Kruppo and passed.

Executive Session: Staff wages, bonuses, and holiday pay.

- Motion to convene Executive Session was made by J. Malaret at 7:41 PM, seconded by C. Ogden, and approved.
- Motion to exit Executive Session was made by V. O'Brien at 8:12 PM, seconded by H. Banaja, and approved.

Regular Session:

- Motion to reconvene regular session was made by D. Kruppo at 8:13 PM, seconded by J. Merrill, and approved.

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

- Motion to approve the September 30, 2025 minutes as presented was made by D. Kruppo, seconded by T. Austin and, approved.

Correspondence:

- A thank you card was received and read regarding the donation of the desk to a family business.
- A thank you card was received and read from The Uplands Center regarding the educational programs.

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

- Budget vs. Actual was discussed
- Statement of Financial Position was discussed.
- Motion to approve the Check Detail Report as presented was made by D. Kruppo, seconded by J. Malaret, and approved.

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

- Motion to approve closing to the public, Dec. 05, 2025 to facilitate a Staff In-Service Day was made by V. Melo, seconded by V. O'Brien, and approved.

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

- The Director's Annual Performance Reviews were turned in.
- Motion to approve Staff Wages as discussed was made by D. Kruppo, seconded by C. Ogden, and approved.
- Motion to approve Staff Bonuses as discussed was made by V. Melo, seconded by T. Austin and approved.
- Motion to approve Staff Holiday Pay in relation to and closure during the holidays, as discussed was made by J. Malaret, seconded by D. Kruppo, and approved.
- Motion to approve the Disposal of Surplus Property Policy as presented was made by J. Malaret, seconded by H. Banaja, and approved.

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

- Recruitment of new board members was discussed.
- The Committee Assignment Survey was discussed. Most of the responses from continuing board members have been received and will be analyzed.

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

- Recently completed renovations were discussed.
- Security Camera was discussed.
- Ongoing projects and their order of importance was discussed.

The Finance Committee Report was given by T. Austin.

- Motion to approve the Revised 2026 Budget as presented was made by V. Melo, seconded by D. Kruppo, and approved.
- The Proposed 2027 Budget was presented.

Old Business: None.

New Business: None.

Other Business: None.

Motion to Adjourn was made by J. Malaret at 8:55 PM, seconded by V. O'Brien and approved.

Upcoming Meetings:

- Follow-Up Orientation for New Trustees: Jan. 06, 2026, 6:00 PM.
- Annual Meeting: Jan. 06, 2026, 7:00 PM.
- Regular Business Meeting: Jan. 27, 2026, 7:00 PM.