

William B. Ogden Free Library
Board of Trustees Meeting Minutes
March 24, 2026

Attending: Hoss Banaja, Mary Doig, Marie Dutcher/ *Business Manager*, Jenny Kilpatrick, Dotti Kruppo, Jackie Malaret, Venus Melo, Janet Merrill, Chris Ogden, Dana Plaud, Jessica Reed, Heather Johnson/ *Director*, Tara Vitti/ *Marketing Coordinator*.

Absent: (Excused) Vicki O'Brien.

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

Adoption of Agenda: Motion made by J. Malaret, seconded by D. Kruppo and approved.

New Trustee Dana Plaud was introduced and welcomed by M. Doig.

Public Comment: None.

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

- Motion to approve the Secretary's Report was made by J. Merrill, seconded by J. Malaret, and approved.

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 D. Kruppo, seconded by J. Merrill, and approved.

M. Dutcher exited the meeting at 7:17 PM.

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

- O'Conner Grant awarded for Summer Reading Program.
- Received a matching gift from a donor's employer.
- CPR training for staff scheduled and extended to trustees for a fee.
- January/February library statistics highlighted.
- Annual Report to the Community completed, approval pending dependent upon updated NYS instructions for submitting annual report.
- An introduction of Tara Vitti/ *Marketing Coordinator*, was made to the new trustees and Vitti then gave a presentation to the board, highlighting the job description and the ongoing marketing of programming and social media she performs as well as current statistics pertinent to the William B. Ogden Free Library.

The Administrative Committee Report was given by M. Doig.

- The committee reviewed and made minor changes to the Library Director's Annual Evaluation.
- The committee reviewed the Policies Inventory Workbook, and a plan for revisions.

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

- J. Reed/ *Chairperson* gave a short presentation on the topic of knowing who our local representatives are and provided a handout of contact information. Other opportunities for learning about current issues and alternative ways to contribute including online forms were discussed. The aim was to further the confidence of trustees on the topic of contacting local representatives about relevant library issues, which is a section on the annual board self-assessment forms.

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

- Doors and desk repairs discussed.
- Tile cleaning completed.
- New security cameras discussed.
- Masonry Repair project discussed including a signed proposal.
- Flood insurance renewal was discussed.

The Finance Committee Report was given by H. Banaja.

- The firm of Mostert, Manzanero & Scott has been hired for the 2025 tax filing (990).
- Flood insurance renewal options discussed.
- Implementing Quickbooks for tracking expenses on capital projects was discussed.

Old Business:

- Long Range Plan Review.

New Business: V. Melo suggested a meet-and-greet for the purpose of the staff and the new trustees to get to know each other. The meet-and-greet was scheduled for September 22, 2026.

Other Business: J. Kilpatrick suggested a homeschool activities outreach at the library and will look into options and getting information about already scheduled activities and programs to homeschool groups.

Motion to adjourn was made by V. Melo at 8:18 PM, seconded by J. Malaret, and approved.

Upcoming Meeting: May 26, 2026 at 7 PM.