

William B. Ogden Free Library
Board of Trustees Meeting Minutes
July 28, 2026

Attending: Hoss Banaja/ *Finance Officer*, Mary Doig/ *President*, Marie Dutcher/ *Business Manager*, Jackie Malaret, Venus Melo, Vicki O'Brien/ *Vice President*, Chris Ogden, Jessica Reed/ *Secretary*, Heather Johnson/ *Director*, Dana Plaud, Jenny Kilpatrick, Janet Merrill.

Excused: Dotti Kruppo.

Marie Dutcher/ *Business Manager*, exited the meeting at 7:18 PM.

The meeting was called to order at 7:02 PM by M. Doig.

Adoption of Agenda: Motion made by J. Malaret, seconded by V. Melo and approved.

Time of Public Comment: None.

Guest Presenters: From 7:04 PM-7:27 PM, Guest Presenters, Amy Cesarano/ *Senior Vice President*, and Christopher Rollo/ *Financial Advisor*, of Morgan Stanley presented an update and portfolio review for William B. Ogden Library.

Amy Cesarano and Christopher Rollo, exited the meeting at 7:28 PM.

The Secretary's Report was given by M. Doig.

- Motion to approve the May 26, 2026 minutes as presented was made by V. O'Brien, seconded by V. Melo, and approved.

The Business Manager's Report was given by H. Banaja.

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

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

- Motion to approve the NYS Construction Grant Assurance Form, was made by H. Banaja, seconded by J. Malaret, and approved.

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

- An update was given regarding the progress of the Staff Bonus Ad Hoc Committee. More information will be forthcoming.
- Motion to approve the Patron Code of Conduct Policy Review with changes: To Wit, 1. "Except in outdoor spaces allowed by law" and striking, deliver an appeal to the Director; replacing that with, Mail an appeal to Attn: Director at: William B. Ogden Free Library, PO BOX 298, Walton, NY 13856, was made by J. Reed, seconded by C. Ogden, and approved.

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

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- A mini-training topic to help trustees become familiar with the statistical Annual Report to NYS and the Summer Reading Program Evaluation Report was given by H. Johnson.

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

- A preliminary grant award for NYS Construction Aid Program for HVAC improvements was discussed. WBOFL would be responsible for 10% of the costs.
- A grant to cover moving electrical switches to a more accessible space was discussed.
- Phone/Internet options were discussed.
- Security options were discussed.

The Finance Committee Report was given by H. Banaja.

- Tax Return (990) has been filed.
- Capital Project, Program Tracking was discussed.

Old Business: Trustees were reminded to complete their required 2.0 hours of required Trustee Continuing Education Credit.

New Business:

- Motion to approve the expense for H. Johnson/ *Director*, to attend the NYLA Conference from November 04-07 2026, was made by V. O'Brien, seconded by J. Merrill, and approved.
- Motion to approve closing the library on December 04, 2026, for an in-house, (Gather & Grow Virtual Staff Conference) for continuing education, was made by J. Merrill, seconded by V. O'Brien, and approved.
- Motion to approve a change in the hours the library is open on Christmas Eve, December 24, 2026, and New Year's Eve, December 31, 2026, from the regularly scheduled 1 PM to 8 PM to 9 AM to 2 PM and to close the library on December 26, 2026 was made by J. Malaret, seconded by H. Banaja, and approved.

Other Business: A sign-up sheet was passed around to give the trustees the opportunity to volunteer for the end of summer reading program event, "Dino's on the Lawn" Friday August 7, with a rain date of August 8.

Motion to Adjourn was made by D. Plaud at 8:22 PM, seconded by J. Malaret, and approved.

Upcoming Meetings: September 22, 2026, 5:30 PM Staff & Trustee Dinner, 7:00 PM Meeting.