

William B. Ogden Free Library  
Board of Trustees Meeting Minutes  
September 22, 2026

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

The meeting was called to order at 7:08 PM by M. Doig.

Adoption of Agenda: Motion made by J. Malaret, seconded by C. Ogden and approved.

Time of Public Comment: None.

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

- Motion to approve the July 28, 2026 minutes as presented was made by V. O'Brien, seconded by J. Merrill 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 J. Malaret, seconded by D. Utembayeva and approved.

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

- Reminder for Board Members to turn in proof of annual Sexual Harassment Training.
- Reported record participation for the Summer Reading Program.
- Announced expanded Reciprocal Borrowing through Libby with the following lending systems, Finger Lakes Library System, OWWL Library System, and the Southern Tier Library System.
- WCS yearbooks are being converted to and are appearing on WBOFL digital archives.
- WBOFL will be participating in The Great Give Back by collecting socks during the month of October (Socktober), to be distributed to residents in need.

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

- Employee Retention Program Procedure was discussed. More information and a proposal will be forthcoming.
- H. Johnson will add a column to the Policy Inventory Workbook indicating the committee member responsible for writing/reviewing the policy/procedure.

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

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

- A Mini Training Topic was presented by J. Malaret and H. Johnson regarding the benefits of board members visiting other libraries.
- Motion to accept the trustee resignation submitted by Dotti Kruppo, was made by H. Banaja, seconded by J. Kilpatrick, and approved.
- Advertisement to fill an open trustee seat has been posted and an interview with an applicant has been set up.

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

- HVAC projects were discussed.
- An electrical project of moving switches to accessible areas was completed.
- Phone/Internet service switch discussed.
- Carpet/Flooring repaired.
- Fire Inspection via Code Inspector: Passed.

The Finance Committee Report was given by H. Banaja.

Old Business: None.

New Business: None.

Other Business: The Walton Fall Market was discussed including sign-ups for board members to assist a staff member at an informational table.

Motion To Adjourn was made by J. Malaret at 7:44 PM, seconded by D. Utembayeva, and approved.

Upcoming Meetings: November 17, 2027, 7:00 PM.