

William B. Ogden Free Library
Board of Trustees Meeting Minutes

May 23, 2023

Attending: Robbie-Jean Rice, Tom Austin, Natalie Cramer, Mary Doig, Kathy Harby, Vicki O'Brien, Rachel James, Heather Johnson *Director*, Sheryl Edwards *Business Manager*, Sharon LaPierre *Scribe*.

Absent: Jessica Backus-Foster (joined 7:44 PM)

Guests: Meredith Hammerslag, Amy Cesarano from Morgan Stanley

The meeting was called to order at 6:59 PM by R. Rice.

Public Comment: none

A motion to elect M. Hammerslag to fill a vacancy with a term ending 2024 was made by R. James, seconded by M. Doig, and approved.

Guest presenter: Amy Cesarano from Morgan Stanley gave a report regarding the Library's investment portfolio. T. Austin also added some information from his Financial Committee report at this time.

Secretary's Report was given by K. Harby. Motion to approve the April 4, 2023 minutes as corrected was made by M. Doig, seconded by R. James, and approved.

Business Manager's report was given by S. Edwards. Request was made to add a description to bills paid.

Administrative Committee report was given by M. Doig.

- Motion to approve the AED policy was made by R. James, seconded by N. Cramer, and approved as corrected.
- Motion to approve the Customer Service policy was made by M. Hammerslag, seconded by K. Harby, and approved as corrected.
- Motion to approve the Narcan policy was made by K. Harby, seconded by R. James, and approved as corrected.
- Motion to approve the Operating Fund Budget Development policy was made by M. Hammerslag, seconded by K. Harby, and approved.
- Motion to approve the Photo Opt Out policy was made by R. James, seconded by J. Backus-Foster, and approved as corrected.
- Motion to approve the Policy and Procedure for Library Policies and Procedures policy was made by R. James, seconded by N. Cramer, and approved, with M. Hammerslag voting no.
- Motion to approve the Smoking and Vaping policy was made by R. James, seconded by K. Harby, and approved as corrected.

- Motion to approve the Social Media policy was made by R. James, seconded by N. Cramer, and approved.
- Motion to approve the Tutoring policy was made by R. James, seconded by M. Hammerslag, and approved as corrected.
- Motion to approve the revisions to the Exhibits policy was made by K. Harby, seconded by R. James, and approved.
- Motion to approve the revisions to the Local History Room policies was made by N. Cramer, seconded by R. James, and approved as corrected.

Building & Grounds Committee report was given by N. Cramer.

Finance Committee report was given by T. Austin.

Nominating Committee report was given by R. James.

Director's Report was given by H. Johnson.

R. Rice read part of a letter stating a donation of \$10,000 was bequeathed to the Library from the Estate of Shirley D. Huyck.

R. Rice reported that the Walton Theatre Preservation Committee has completed the Historical District sign, and it will be hung this weekend. Request was made by the Walton Theatre Preservation Committee for assistance with payment. Motion to contribute \$500 to the cost of the sign repair was made by J. Backus-Foster, seconded by R. James, and approved. R. Rice abstained.

R. Rice read a letter from Dollars for Scholars requesting donations. Motion to give \$250 as budgeted to Dollars for Scholars was made by M. Doig, seconded by V. O'Brien, and approved. R. James abstained.

A motion for the board to enter Executive Session to discuss employee compensation was made by J. Backus-Foster, seconded by R. James, and entered at 9:32 PM. Sheryl Edwards and Sharon LaPierre left the meeting.

A motion to return from Executive Session was made by R. James, seconded by J. Backus-Foster, and approved at 9:41 PM. No motions were made.

Motion to Adjourn was made by R. James, seconded by J. Backus-Foster, and approved at 9:43 PM.

Next meeting: August 1, 2023 7 PM.