

William B. Ogden Free Library
Board of Trustees Meeting Minutes

August 1, 2023

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

Absent: Jessica Backus-Foster

Guests: none

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

Public Comment: none

Motion to approve the May 23, 2023 minutes as presented was made by T. Austin, seconded by R. James, and approved.

M. Hammerslag joined the meeting at 7:02.

Nominating Committee report was given by R. James. A motion to elect Jessica Reed to fill a vacancy with a term ending in 2025 was made by R. James, seconded by N. Cramer, and approved. A motion to elect Oliver Fassler to fill a vacancy with a term ending in 2027 was made by R. James, seconded by M. Doig, and approved.

Jessica Reed and Oliver Fassler joined the meeting at 7:10.

Business Manager's report was given by S. Edwards. Discussion of billing and finances was led by T. Austin.

Administrative Committee report was given by M. Doig.

- Motion to approve the Library Records and Retention Policy and Procedures was made by R. James, seconded by K. Harby, and approved.
- Motion to approve the Meeting Space Policy was made by K. Harby, seconded by M. Hammerslag, and approved.
- Motion to approve the Vulnerable Adults Policy was made by V. O'Brien, seconded by R. James, and approved.
- Motion to approve the revisions to the Animals in the Library Policy was made by R. James, seconded by V. O'Brien, and approved.
- Motion to approve the revisions to the Circulation Policies was made by N. Cramer, seconded by K. Harby, and approved.
- Motion to approve the revisions to the Collection Development Policy was made by R. James, seconded by N. Cramer, and approved.
- Motion to approve the revisions to the Internet and Computer Use Policy was made by R. James, seconded by K. Harby, and approved.

- Motion to approve the revisions to the Patron Code of Conduct Policy was made by V. O'Brien, seconded by N. Cramer, and approved.
- Motion to approve the revisions to the Unattended Child Policy was made by M. Hammerslag, seconded by V. O'Brien, and approved.

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

Finance Committee report was given by T. Austin. An *ad hoc* committee was formed to discuss plans for sustainable funding for the library. Committee members include T. Austin, M. Doig, R. James, V. O'Brien, Director H. Johnson and staff member S. LaPierre. The Sustainable Funding committee will also discuss plans for celebrating the library's 125th anniversary of being open to the public in January 2024.

Director's Report was given by H. Johnson.

Motion to accept the appointment of Ethan Wood as Clerk/Marketing Coordinator was made by M. Doig, seconded by N. Cramer, and approved. Motion to accept the appointment of Donna Croughn-Hamilton as Youth Services Librarian was made by M. Hammerslag, seconded by K. Harby, and approved.

Motion to adjourn was made by M. Doig, seconded by N. Cramer, and approved at 8:52 PM.

Next meeting: September 26, 2023 staff/Board Dinner at 5:00 PM. Board meeting to follow at 7:00 PM.