



## **Organizational Meeting for Fiscal Year 2024-25**

**July 2, 2024**

Attended by Colin Hagadorn, Margaret Hartley, Josh Jacquard, Ted Mirczak, Janice Waterhouse. Also in attendance: Library Manager Marion Allan, Library Clerk Claire Spivak, Library Counsel Robert Schofield.

Beginning at 6:37 p.m., Board Trustee and Vice President Josh Jacquard administered oaths of office to the four newly elected trustees: Colin Hagadorn, Margaret Hartley, Ted Mirczak and Janice Waterhouse.

Ted Mirczak called the meeting to order at 6:40 p.m., led the Pledge and noted attendance.

### **Election of officers**

Hartley moved to elect Ted Mirczak president; Janice Waterhouse seconded. In favor: Hagadorn, Hartley, Mirczak, Waterhouse. Opposed: Jacquard

Mirczak moved to elect Janice Waterhouse vice president; Hartley seconded. In favor: Hagadorn, Hartley, Mirczak, Waterhouse. Abstained: Jacquard

Hartley moved to elect Colin Hagadorn vice president of finance; Mirczak seconded. Carried

Waterhouse moved to elect Margaret Hartley secretary, Mirczak seconded. Carried

### **Appointment of treasurer**

Waterhouse moved to appoint Tammy Priest as treasurer; Hartley seconded. After board discussion of the role of treasurer vs bookkeeper/accountant, the board voted unanimously to appoint Priest. The board plans to examine the bookkeeping/accountant contract at a later date.

### **Adoption of proposed 2024-24 budget**

Mirczak noted that in several budget workshop meetings over two months, trustees examined past budgets to come up with a proposal for the new fiscal year. He presented a summary of the proposed \$237,295 budget, noting that reserves in the amount of \$29,395 were included in part because the amount the library will receive in grants and state and county funding is unknown. And he noted the board has the ability to amend the budget if needed.

Hartley moved to accept the proposed budget; Hagadorn seconded. Carried

### **Establishment of committees**

Mirczak noted that the Strategic Planning Committee, chaired by Rosemarie Gardner, is an ad hoc committee that will complete its work and submit a proposed plan at the board meeting on July 23.

Mirczak proposed forming a standing Finance Committee, to be chaired by VP of Finance Colin Hagadorn. The board agreed.

Mirczak proposed forming a standing Buildings and Grounds committee to assess facilities needs and recommend action. Jacquard said that under library bylaws, the library manager is charged with building maintenance and repairs, and said adding a committee could make the process more cumbersome. Hagadorn noted that developing a rolodex of trusted service companies would be useful. The board agreed to create an ad hoc Buildings and Grounds committee, chaired by Hagadorn, to develop contacts for the Library Manager. The library manager will advertise for RFPs for service contracts for HVAC, plumbing, electrical work and general maintenance. Responding contractors will indicate what services they offer and what their rates are, and the committee will assess.

### **Orders of business**

Library Manager Allan presented a \$196.03 invoice from Creative Products Service, covering supplies and materials for programming including crayons, bags and lollipops. Jacquard moved to approve payment; Waterhouse seconded. Carried

Bids for grounds maintenance, landscaping and washing the exterior of the library were opened. Three bids were received, from Back Country Lawn Care, Dirt & Chip Landscaping and Trevor Bunting. Because the former were filled out differently, it was not possible to compare prices. Jacquard will contact the three companies to get proposed monthly charges from each company for comparison, and present findings at the July 23 board meeting.

### **Public Comment**

There was no public comment.

### **Adjournment**

Waterhouse moved at 7:31 p.m. to adjourn the meeting; Hagadorn seconded. Carried

Minutes prepared by Margaret Hartley, Board Secretary