



Board of Trustees Meeting Minutes

April 15, 2025

Attended by trustees Colin Hagadorn, Margaret Hartley, Josh Jacquard and Janice Waterhouse. Also in attendance: Library Manager Marion Allan and Library Clerk Claire Spivak. Absent: Board President Ted Mirczak

Presiding: Vice President Janice Waterhouse

Waterhouse called the meeting to order at 6:30 p.m. After the Pledge and noting attendance, Waterhouse asked for motions to approve the agenda and the minutes from last month if there were no additions or changes needed. Margaret Hartley moved to adopt the agenda. Colin Hagedorn seconded. Carried. Josh Jacquard moved to adopt the minutes of the March 18 meeting. Hagadorn seconded. Carried.

President's Report

In Mirczak's absence, there was no president's report.

Waterhouse noted that April 16 is National Librarian Day and said the board wanted to celebrate Library Manager Marion Allan and thank her for service. The board presented Allan with a card and flowers.

Vice President of Finance Report

Hagadorn noted that the library's two CDs would mature in the following week and recommended rolling them over for another six months to take advantage of the best rate, 3.9%. The board agreed. The CDs current values are \$32,634.36 and \$34,184.66.

Hagadorn presented the monthly bills, totaling \$8,478.46, which includes \$3,700 toward the ongoing repainting of the library's interior. Hagadorn moved to accept the report and pay the bills. Hartley seconded. Carried.

Secretary's Report

None.

Manager's Report

Marion Allan reported that the painting is proceeding room by room and that a new window has been ordered to replace the cracked front window. Estimated delivery time is 10-12 weeks. Library staff have completed harassment training. The purchasing card has arrived.

Allan recommended moving \$5,000 each from the repair and maintenance line in the budget and the reserves line to add \$10,000 to the capital improvement line. She also noted the library received a \$5,000 grant from SALS for ADA compliance, and plans to make improvements to the front circulation desk.

Allan proposed that the library have a policy on how staff should respond if ICE agents enter the building, shared some informational materials, and said she will ask the library's attorney for an opinion.

In March, the library saw 638 patrons, had 106 people attend programs and circulated 621 items.

On Saturday, April 26, the library will be mobile, closing the building and operating from a table and tent at the Maple in April Festival.

Old Business

Waterhouse reported she had checked with SALS about their computer disposal policy. SALS removes old computers as a courtesy when replacing computers, and either wipes and refurbishes them to loan to other libraries or recycles them. Libraries can keep their old equipment if they wish to. Jacquard suggested we could have donated the old equipment to the Stony Creek Library, and Waterhouse said she would find out if that is still a viable option.

New Business

The budget committee will be made up of Mirczak, Allan and Hagadorn. Waterhouse and Hartley said they would be available to join if needed.

Public Comment

None.

Executive Session

At 7 p.m. Jacquard moved to adjourn to executive session to discuss the employment agreements. Hagadorn seconded. Carried.

At 7:20 the board emerged from executive session and reopened the public portion of the meeting to report a decision to give the library's cleaner, Teddy Walker, a \$1 an hour raise.

Adjournment

At 7:22 Hartley moved to adjourn the meeting. Waterhouse seconded. Carried.

Minutes prepared by Board Secretary Margaret Hartley