



## **Board of Trustees Meeting Minutes**

**May 20, 2025**

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

Presiding: President Ted Mirczak

Mirczak called the meeting to order at 6:30 p.m. After the Pledge and noting attendance, Waterhouse moved to adopt the agenda. Hartley seconded. Carried. Waterhouse moved to adopt the minutes from the April 15 meeting. Colin Hagedorn seconded. Carried.

### **President's Report**

Mirczak reported that the library's Absolute Charter is on the Board of Regent's agenda for the June 8-9 meeting, The Library Development Office has recommended approval and expects passage.

Mirczak said he checked with the library's attorney about changing the fiscal year from July 1-June 30 to the calendar year, and that the attorney strongly discouraged this.

### **Vice President of Finance Report**

Hagadorn noted the library received a \$5,000 grant from SALS to help with construction of an ADA compliant circulation desk. The project would require additional funding and if the library cannot fund and complete the project the SALS grant would have to be returned.

The monthly finance report shows \$5,713.70 in deposits and total assets of \$316,377.14. Monthly expenditures were \$15,664.37, with major one-time expenditures being \$7,688 for installation of security cameras and \$2,300 for painting the interior of the library. \$15,000 was transferred from the high-interest account to the operating account. Waterhouse moved to accept the report; Hagadorn seconded. Carried.

### **Secretary's Report**

None.

### **Manager's Report**

Marion Allan reported that the security camera installation and the interior painting project are complete. The children's room was not included because Allan wants to preserve the mural there.

Back Country Lawn Care's contract expires Aug. 1 and has expressed interested in continuing maintaining the library grounds. Allan is waiting for a new estimate from them, as they gave the library a deeply discounted price the first year.

Allan reported that the purchasing card contact recommends that Allan be assigned the role of program administrator and the library's bookkeeper/treasurer, Tammy Priest, assigned the role of information-only contact. This would streamline the process of getting customer support. Jacquard moved to approve the change. Waterhouse seconded. Carried.

Stats: The library saw 761 patrons in April, had 206 people attend programs and had 574 items circulated.

Allan said the library is looking for volunteers to help with the launch of the summer reading program on June 28, and that she is in early stages of recruiting volunteers to help in the library and with fundraising. Mirczak wondered if the volunteers are covered by the library's insurance and whether they need specific training in privacy and other library issues. Hartley said she would contact other libraries about their volunteer protocols.

### **Old Business**

No old business.

### **New Business**

Mirczak reported that budget committee met three times, and presented committee minutes from the meetings. And he presented the proposed budget that the committee came up with, which projects total expenditures of \$248,587. That would mean a deficit of \$36,387 which would come from library reserves. Jacquard called the budget irresponsible. Allan pointed out that the library has seen no increase in taxpayer funding for five years while expenses have risen. She also noted she continues to look for grants and other funding opportunities.

The board agreed to meet to review the budget together and identify potential cuts. Mirczak said he'd reach out to all board members and Allan to find a suitable time.

### **Public Comment**

Jacob Jacquard asked who would be in charge of donations if the library's funding is unstable. Re Gardner said she would be available to volunteer, and cautioned the library not to use the term "Friends of the Library" loosely for a volunteer group as that name implies a governing board and very specific rules. JoEllen Parson thanked the board for its work and noted that people appreciate the programs and services the library offers. She said that even as a person on a fixed income, she would support a small tax increase to support library programs and book purchases.

### **Adjournment**

At 7:25 Waterhouse moved to adjourn. Hartley seconded. Carried.

*Minutes prepared by Board Secretary Margaret Hartley*

