



## **Board of Trustees Meeting Minutes**

**July 15, 2025**

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

Presiding: Janice Waterhouse

As sitting vice president, Janice Waterhouse called the meeting to order at 6:30 p.m. and led the board in the Pledge. Colin Hagadorn moved to accept the agenda. Margaret Hartley seconded. Carried. Hagadorn moved to accept the minutes of the June 24 meeting. Waterhouse seconded. Carried.

### **Election of officers**

Hartley nominated Janice Waterhouse for president for the new fiscal year. Beth Teitel seconded. In favor: Hagadorn, Hartley, Teitel, Waterhouse. Opposed: Jacquard.

Waterhouse nominated Beth Teitel as vice president. Hartley seconded. In favor: Hagadorn, Hartley, Teitel, Waterhouse. Opposed: Jacquard.

Hartley nominated Hagadorn to continue as vice president for finance. Waterhouse seconded. Carried.

Waterhouse nominated Hartley to continue as board secretary. Teitel seconded. Carried.

### **Setting meeting times**

The board discussed changing the standing date of regular board meetings from the third Tuesday of the month to earlier in the month in order to better accommodate the finance report and bill paying. Waterhouse moved to set the second Tuesday at 6:30 p.m. as the standard time for regular board meetings. Hartley seconded. Carried.

### **President's Report**

None

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

Colin Hagadorn shared the monthly finance report, which runs from mid-June to mid-July. Bills total \$7,823.17 and deposits totaled \$335.77. The bank balances, not counting the two CDs, are \$23,865.17 in the operating account and \$183,690.99 in the interest-bearing account. Hartley moved to accept the report and pay the bills. Waterhouse seconded. Carried.

## **Manager's Report**

Marian Allan said the new window will be installed July 25. She thanked Hagadorn for work he's done in the library, which included removing "speed bumps" or transition strips in the floors, changing the air conditioning filters and driveway painting to mark the handicapped parking area.

She noted that a vandal had moved the security camera, and was caught on camera doing so. Allan filed a report with the Warren County Sheriff's office and had Mahoney come over to check and readjust the camera. No damage was done, but the library was charged \$105 for the service call. Jacquard moved to bar the individual from the library for one day, based on library policy. Waterhouse seconded. Carried.

Allan shared an updated Library Usage Policy she and Hartley crafted. Jacquard moved to accept the new policy, pending approval from the attorney. Waterhouse seconded. Carried.

A total of 891 patrons visited the library during June and 302 attended programs.

## **Old Business**

Allan reported that the library treasurer said the deficit in the library budget needed to be moved to a new column labeled reserves. Hartley moved to reapprove the budget with that change. Waterhouse seconded. In favor: Hagadorn, Hartley, Teitel, Waterhouse. Opposed: Jacquard.

Allan noted that the library's septic system is set to be pumped out.

Allan said the certificate for the library's Absolute Charter had arrived.

## **New Business**

Allan shared information on requesting an increase in funding from the school tax district. Any request for an increase would require the budget to be completed by March of 2026 and reported to the school district.

## **Public Comment**

Jean Cieslik, Hadley Youth Director, said more than 125 kids were registered for the summer program. About 80 youths were exposed to the library Tuesdays, when the library's Taylor Stelitano visits.

## **Executive Session**

Hartley moved to enter executive session at 7:02 p.m. to discuss the library manager's employment and evaluation schedule. Waterhouse seconded. Carried.

## **Adjournment**

At 7:45 the board emerged from executive session. Hartley moved to adjourn. Hagadorn seconded. Carried.

**The next regular board meeting will be on Aug. 12 at 6:30 p.m.**

*Minutes prepared by Board Secretary Margaret Hartley*

