



Board of Trustees Meeting Minutes

August 12, 2025

Attended by trustees Colin Hagadorn, Margaret Hartley, Josh Jacquard, Beth Teitel and Janice Waterhouse and Library Manager Marion Allan.

Presiding: President Janice Waterhouse

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. Waterhouse moved to accept the minutes of the July 15 meeting. Hagadorn seconded. Carried.

President's Report

Waterhouse noted that in the last meeting the board had acted to change the standing date of regular board meetings from the third Tuesday of the month to the second Tuesday, and then later discovered some conflicts with that date. She suggested that when possible, best practice would be for the board to suggest a change in one meeting, then take time for research and vote on the change at the following meeting.

She noted that every trustee is required to take two hours of training a year, as well as complete training in sexual harassment prevention.

Margaret Hartley said she would write a proposed trustee training policy.

Waterhouse also noted that all trustees should annually sign code of ethics and conflict of interest statements. Josh Jacquard questioned whether this is legal requirement and Waterhouse said she would check with the library's attorney.

Waterhouse reported that she had met with the Hadley-Luzerne School District business office about requesting a budget increase, which would appear on the ballot as a separate proposition. She noted the need to prepare two budgets – one with the current rate and one with a proposed increase.

She commended Colin Hagadorn for all the work he does to maintain and improve the library facilities, and suggested other trustees use their skills to support the operations of the library.

Vice President of Finance Report

Colin Hagadorn shared the monthly finance report, from July 11 to Aug. 12. Bills total \$10,319.75 and deposits total \$5,201.04, which includes the \$5,000 grant from LARAC to cover painting classes. The bank balances, not counting the two CDs, are \$28,443.45 in the operating account and \$164,378.77 in the interest-bearing account. Hagadorn moved to accept the report and pay the bills. Waterhouse seconded. Carried.

Secretary's Report

Hartley said she had emailed the library's new meeting dates to area newspapers.

Manager's Report

Marion Allan noted that the children's room had received a donation of a dollhouse. She noted that she filed a formal police complaint about the tampering of the surveillance camera.

The library's septic system has been pumped, and the company recommends capping the tank and installing a marker for future work. Jacquard moved to approve up to \$350 for the work; Waterhouse seconded. Carried

Allan received three bids for making the circulation desk ADA compliant, which she will use to apply for a grant for the work.

The library saw 1,136 patrons over the past month, and 403 people attended programs. There was a total of 970 items circulated.

Old Business

Waterhouse moved to change the library manager's annual evaluation to the fourth quarter of the calendar year rather than the fiscal year. Hartley seconded. Carried.

Waterhouse moved to accept the Library Usage Policy with one change: that children aged 12 and up can get library cards on their own. Teitel seconded. Carried.

Because of a conflict with Veteran's Day, the board agreed to move the November meeting from Nov. 11 to Nov. 18. Because Allan will be on vacation on the date of the December meeting, the board agreed that that Allan can file her manager's report early that month and miss the meeting.

Waterhouse noted that in order to work toward eliminating a deficit budget and complete a budget proposal in time to ask for an increase at the school budget vote, the board should commence budget committee meetings in late fall.

New Business

The library needs to have a policy in place before recruiting volunteers. Jacquard volunteered to write a proposed policy.

Public Comment

JoEllen Parsons of Lake Luzerne said the library's "Read by the River" Fridays have been very pleasant.

Adjournment

At 7:16 Waterhouse moved to adjourn the meeting. Teitel seconded. Carried.

The next regular board meeting will be on Sept. 9 at 6:30 p.m.

Minutes prepared by Board Secretary Margaret Hartley