



## **Board of Trustees Meeting Minutes**

**Nov. 18, 2025**

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

Presiding: President Janice Waterhouse

Janice Waterhouse called the meeting to order at 6:30 p.m. and led the board in the Pledge. Margaret Hartley moved to adopt the agenda. Beth Teitel seconded. Carried. Waterhouse moved to accept the minutes of the Oct. 14 meeting. Teitel seconded. Carried.

### **President's Report**

Waterhouse said she had visited the town of Lake Luzerne offices to learn how bed taxes (also called occupancy taxes) are distributed and learned that organizations can apply for funds for events designed to bring in people from outside the area. Waterhouse described an idea for a fundraiser that might be appropriate: a book-themed gala, possibly held at the barn at Sundance Ranch. She shared some ideas that could draw people from the wider region, including pop-up book vendors, a catered dinner, raffles and local authors and musicians. The board agreed it's an idea worth looking into, either for a full gala event or smaller fundraising events.

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

Colin Hagadorn noted that the aid from Warren County totaled \$2,203, less than the anticipated \$3,000. He said the library's two CDs have been rolled over for another 6 months at 3.75%, the most favorable rate available.

Hagadorn shared the monthly finance report, showing total bills of \$5,929.98 and deposits of \$2,350 including Warren County aid. The bank balances, not counting the two CDs, are \$8,006.70 in the operating account and \$130,953.65 in the interest-bearing account.

The board discussed program vendors who expect payment at the time of service as opposed to within 30 days. Hartley said she'd look back to see if a decision was made previously on the issue.

Waterhouse expressed gratitude to Hagadorn for his work to keep the library's finances in order and transparent to the public.

### **Secretary's report**

Hartley reported that she had drafted an ethics policy for trustees and given it to Waterhouse to share with the library's attorney for review.

### **Manager's report**

Library Manager Marion Allan said the library had a successful remote day, attending the Fall Festival at the school, with 137 people visiting the library's table. She reported that the library's October food drive in support of the Maxfield Community Food Pantry would be extended and that the library was partnering with the Wesleyan Church on a winter clothing collection.

Allan said she's seeking volunteers for "Sweets with Santa" on Dec. 13, and noted that in December, four high school students will be helping out at the library as part of the school districts Work-Based Learning program.

The month saw a total of 959 patrons, and 754 circulations. 270 people attended programs.

### **Old business**

Waterhouse presented the updated Trustee Training Policy, which states that all library trustees must complete two hours of trainings per calendar year and attend a sexual harassment training program every year. Teitel moved to adopt the policy. Waterhouse seconded. Carried.

### **New Business**

Hagadorn noted that there is tremendous heat loss from the stairs going up to the second and third floors of the library, and said he'd research prices on better insulating the area, including a building a partial wall around the entrance to the upper floors, are used for storage, to save on heating costs.

### **Adjournment**

At 7:25 Waterhouse moved to adjourn to executive session to discuss the library manager's annual evaluation. Hartley seconded. Carried.

At 8:40 the board emerged from executive session. Hartley moved to adjourn the meeting. Waterhouse seconded. Carried.

**The next regular board meeting will be on Dec. 9 at 6:30 p.m. The board will meet as a budget committee on Dec. 12 at 3:30 p.m. to continue working on the fiscal 2026-2027 budget.**

*Minutes prepared by Board Secretary Margaret Hartley*