



Board of Trustees Meeting Minutes

Jan. 13, 2026

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

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. Colin Hagadorn seconded. Carried. Waterhouse moved to accept the minutes of the Nov. 18 meeting. Hartley seconded. Carried.

President's Report

Waterhouse said that Lake Luzerne Supervisor Jim Niles and Councilmember Dane Morton would attend the February board meeting to discuss the town's ideas about extending the trail along the Hudson River, which would cross library property.

Waterhouse reminded trustees that they need to file assurances that they did their mandatory annual trainings to be included in the library's annual report to the state. For 2026, trustees are required to complete mandatory training again, including a workplace sexual harassment prevention training and two hours of other trainings pertinent to library service.

Waterhouse reported that she and Library Manager Marion Allan had a Zoom meeting with the library's attorney, Robert Schofield, during which they discussed the procedures needed to request an increase in the amount of funding the library can receive from school district taxpayers. Because the library has not asked for an increase in funding in 5 years, we could seek an increase of \$8,489. The school district would need notice of a request for an increase 60 days before the May vote.

During the meeting with Schofield, Waterhouse also asked for an opinion on the proposed Ethics Policy, and information on the resolution of previous claims against the library – issues that have been settled but are still preventing the library from getting sexual harassment insurance coverage.

Vice President of Finance Report

Colin Hagadorn reported that the library's funding of \$190,000 for fiscal year 2026-27, which begins July 1, was received from the school district and deposited on Jan. 23 into the library's interest-bearing account. He noted that the library has \$76,807 to cover the remainder of the current fiscal year, through June 30.

Expenses for last month totaled \$3,095.72. After moving \$15,000 from the interest-bearing account to the operating account, balances stood at \$17,491.07 in the operating account and \$266,807.03 in the interest-bearing account. Balances of the library's two CDs are \$34,011.86 and \$35,623.78.

Hagadorn made a motion to accept the financial report and pay the bills. Waterhouse seconded. Carried.

Manager's report

Library Manager Marion Allan said she'll be working on the library's annual report to the state, due in February. Last month saw 603 patrons, and 179 people attended library programs. Total circulation was 599 items.

Allan said she'd purchased a draft stopper for the door at the top of the steps to cut heat loss. Hagadorn said he had priced closing the steps off with a door or other barrier, and it would cost \$900-\$1,000. He suggested that hanging a heavy drape would help.

Budget discussion

The board continued their discussion of the 2026-27 fiscal year budget. Allan noted that actual bookkeeping costs are coming in lower than budgeted for in the current fiscal year, and that Libby usage is lower now that the library is open again.

Waterhouse suggested that some of the CD money could be used to balance the budget, and that fundraising activities could be used to replenish that money. Hagadorn said the board will have to cut payroll expenses and suggested that because the library has installed a \$12,000 security system, the two-person staffing rule could be relaxed. Josh Jaquard said that with payroll accounting for 79 percent of the budget, the two person rule is unsustainable and payroll has to be reduced. Waterhouse said she would like to avoid cutting staff hours. Hartley said she doesn't want to cut staff either but reducing payroll seems like the only option. The board agreed to come back next month with a proposed percentage cut needed to balance the budget and preserve the library's essential functioning.

Public Comment

None.

Executive Session

At 7:53 Waterhouse moved to adjourn to executive session to discuss staff terms of employment. Hagadorn seconded. Carried.

At 8:12 the board emerged from executive session.

Public Action

Waterhouse moved to approve a 2 percent increase in staff salaries. Hartley seconded. Voting in favor: Waterhouse, Hagadorn, Hartley. Opposed: Jacquard.

Adjournment

At 8:15 Hagadorn moved to adjourn. Waterhouse seconded. Carried.

The next regular board meeting will be on Feb. 10 at 6:30 p.m. The board will continue discussing the fiscal 2026-2027 budget at that meeting.

Minutes prepared by Board Secretary Margaret Hartley