



**Board of Trustees Meeting Minutes
Annual Organizational Meeting
July 14, 2026**

Attended by trustees Colin Hagadorn, Margaret Hartley, Beth Teitel, Janice Waterhouse and Chris Wittrock, Library Manager Marion Allan, Library Clerk Claire Spivak and special guest SALS Director Kim Bolan.

Presiding: President Janice Waterhouse

Waterhouse called the meeting to order at 6:30 p.m., led the board in the Pledge and welcomed special guest Kim Bolan, director of the Southern Adirondack Library System.

Waterhouse moved to adopt the agenda. Beth Teitel seconded. Carried 5-0.

Colin Hagadorn asked for a change to the June 9 minutes, to indicate his ongoing concern that the library's attorney has not responded to requests for clarification on the closed claims against the library and related insurance issues. Margaret Hartley said she would amend the minutes so that the board could approve them next month.

Waterhouse welcomed new Trustee Chris Wittrock to the board and noted that she had taken her oath of office at the Lake Luzerne Town Hall.

Election of Trustees

Beth Teitel nominated Janice Waterhouse as president. Hartley seconded. In favor: Hagadorn, Hartley, Teitel, Wittrock. Abstaining: Waterhouse. Carried 4-0-1

Waterhouse nominated Beth Teitel as vice president. Wittrock seconded. In favor: Hagadorn, Hartley, Waterhouse, Wittrock. Abstaining: Teitel. Carried 4-0-1

Waterhouse nominated Colin Hagadorn as vice president of finance. Teitel seconded. In favor: Hartley, Teitel, Waterhouse, Wittrock. Abstaining: Hagadorn. Carried 4-0-1

Waterhouse nominated Margaret Hartley as secretary. Teitel seconded. In favor: Hagadorn, Teitel, Waterhouse, Wittrock. Abstaining: Hartley. Carried 4-0-1

President's Report

Waterhouse noted that she and Teitel had met with library manager Marion Allan on evaluation targets, and will do so twice a year.

She suggested that board minutes include “action items” to record tasks that board members and the manager take on during meetings, as a reminder. And she noted that all trustees are required to take a sexual harassment training and two hours of additional training every year. SALS Director Bolan noted that available trainings are listed on the SALS website, and that she can certify other trainings that trustees find appropriate to their roles.

Vice President of Finance Report

Colin Hagadorn said he spoke to bookkeeping firm DeLorenzo and found they will not offer the library a 5 percent discount on their bills. He presented monthly bills totaling \$5,841.43 and deposits of \$334.65. Library funds stand at \$195,851.17 in the interest bearing account and \$21,950.25 in the operating account. CD balances are \$34,011.86 and \$35,623.78.

Hagadorn moved to pay the bills. Waterhouse seconded. Carried 5-0.

Manager's report

Library Director Marion Allan said BOTS (Bring on the Spectrum) had donated sensory kits and the library now has two quiet corners for patrons. She reported that the library had received a \$50 donation in memory of late board president Ted Mirczak. Two teens are working about 20 hours a week each and being paid through the Warren County Summer Youth Program. About 30 patrons stopped by the library tent during Founders Day on July 11.

Allan said that Barbara Ungar, who will be leading a poetry writing workshop paid for with a grant from LARAC does not have insurance. Bolan said she doesn't think programmers who are not businesses need their own insurance but would be covered through the library. Allan said she would check with the library's insurance agent about necessary coverage. Bolan also said she would share a sample contract for people running programs.

Allan said she hasn't yet found a part-time staff person and continues to advertise on the website, library Facebook, The Chronical and through SALS. She suggested offering more than 15-20 hours might be more attractive.

And Allan asked if the library should renew its contract with Back Country for yard work and snow removal. Colin said he would find out their price and whether they could complete snow removal before the library opens for the safety of patrons.

The board discussed the need for a handyman. Waterhouse said she would contact Lake Luzerne Supervisor Niles for ideas and the possibility of hiring a town maintenance person for a set number of hours a month. Hagadorn agreed to check the running toilet and options for AC upstairs.

Old Business

Waterhouse noted that the board had approved the budget in June with two changes made in open meeting. She said that if there are further changes or corrections, they would have to be brought up in public meeting.

New Business

Waterhouse noted it's time to form a committee to develop the next long-range plan for the library, with robust input from the community. She asked Teitel and Wittrock to form the committee, and Hartley said she was willing to serve. There was discussion about surveys, attracting committee members to serve on the committee whether all committee meetings are considered public meetings. Hartley said she would look into the issue.

Waterhouse after taking a library regulations and policy training course, she thought the library should have a whistleblower policy. Allan said the library has a policy but it should be updated. Bolan said that drafts of most required library policies can be found on the SALS website.

Hagadorn reiterated that he has been waiting for more than 17 months for answers from the library's attorney and wondered again whether the library should seek new counsel. Bolan said any good and responsive attorney would do – it doesn't have to be a library attorney. There was discussion about the library's existing insurance and whether sexual harassment/molestation is covered.

Waterhouse thanked Bolan for her time and expertise.

Public Comment

In response to a suggestion from Teitel, Bolan said SALS is looking into developing consortiums that member libraries could tap into for services such as discounted health insurance, payroll and HR, but that it will take time to develop

Roger Allan of Hadley said Open Meetings Law does not require committee meetings to be open to the public.

Adjournment

At 8:05 p.m. Hagadorn moved to adjourn the meeting. Waterhouse seconded. Carried 5-0.

The next regular board meeting will be on Aug. 11 at 6:30 p.m.

ACTION ITEMS:

- Allan will check with the library's attorney about whether programmers need to hold liability insurance for their events, and with the insurance agent about whether the library's insurance covers programs.
- Hagadorn will contact Back Country about pricing for next year's lawn care and snow removal and ask if they can prioritize clearing snow before the library opens at 10, Tuesday through Saturday.

- Re: Handyman. Waterhouse will contact Supervisor Niles about potential maintenance people. All trustees will bring ideas for a person or contract for a library handyman. In the meantime, Hagadorn will check the running toilet and look into options for an upstairs AC.
- Allan will share tax-exempt status with the businesses selling the library pizza for teen game night.
- Hartley will check into whether all committee meetings are open to the public under the Open Meetings Law.

Minutes prepared by Board Secretary Margaret Hartley