Board of Trustees Meeting Minutes

August 11, 2026

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

Presiding: President Janice Waterhouse

Waterhouse called the meeting to order at 6:30 p.m. and led the board in the Pledge.

Colin Hagadorn moved to adopt the agenda. Beth Teitel seconded. Carried 4-0. Hagadorn moved to accept the regular meeting minutes of the July 14. Waterhouse seconded. Carried 4-0. Hagadorrn moved to accept the amended minutes of the June 9 meeting. Chris Wittrock seconded. Carried 4-0.

President's Report

Waterhouse reported that she made contact with Town Supervisor Niles regarding the feasibility of "sharing" of town employees for some handyman work needed at the library. Niles is open to the idea, Attorneys must be consulted to make sure there are no contractual reasons this would not work. NIles would also like a list of some of the projects we are envisioning.
Teitel and Wittrock will be working on the next library strategic plan; the current plan expires in 2027. To that end Janice sent us the survey used to help develop the current plan.
Josh Jacquard will drop off his library key so that it can be passed on to Wittrock.
Waterhouse and Wittrock spoke with our legal council, regarding cases that have been pending with Utica Mutual for several years. According to our attorney, those cases are closed and he plans to apply a credit of $2000 to the library's account to offset monies we paid. He sent supporting information but too late to discuss at this meeting; we will discuss at a future Executive session which we will invite him to. He does recommend that we get Employee Practices Library Insurance(EPLI) going forward to avoid these kinds of issues going forward.

Vice President of Finance Report

Colin Hagadorn presented monthly bills totaling $3,167.33. Deposits total 447.46. Hagadorn reported that he moved $10,000 from our interest bearing account to RFPL's operating account so that a large insurance payment due in September can be made. He will speak to the insurance company re cost of adding on EPLI insurance.
Hagadorn moved to pay the bills. Waterhouse seconded. Carried 4-0.

Secretary's Report

none

Manager's report

Waterhouse presented the manager's report. We discussed Allan's request to update the current job posting from 15-20 hours per week to 20-25 hours per week, with a starting wage of $16-$17.50 per hour (depending on qualifications). While we all agreed this was a good idea, we decided until we know the exact impact on the budget, we would hold off making a decision. We tabled this request for now.
Waterhouse confirmed that two out of the three scheduled poetry classes were run without the programmer having insurance coverage recommended by our insurance company.
We voted on the two lawn care options presented by Hagadorn: Green Acre's bid of $4,800 vs. Back-Country's bid of $3,400. Back-Country is our current provider and we have been happy with their work, with the exception of an early morning shoveling problem, which we have discussed with them and they will rectify going forward. Waterhouse made a motion to stay with Back-Country. Hagadorn seconded. Passed 4-0.

Old Business

Action items reviewed and all completed.

New Business

None.

Public Comment

JoEllen Parsons of Luzerne commended our decision to stay with Back-Country and suggested we have checkpoints with them to make sure they are doing all that has been agreed upon.
Hedy Grant, a summer resident of Fourth Lake, expressed her enjoyment of seeing our board in action (she is on the library board in her home town in NJ), and emphasized the importance of involving community members, including kids, in drawing up our long range action plan.

Adjournment

At 7:20 p.m. Wittrock made a motion to adjourn the meeting. Teitel seconded. Carried 4-0.

The next regular board meeting will be on September 8 at 6:30 p.m.
We will have a special board meeting on August 28 at 5:30 p.m. to finalize insurance matters.

ACTION ITEMS:

- Teitel and Wittrock will get together to draw up steps for the long range action plan and begin to form a committee.
- Waterhouse will arrange a future time to talk with our attorney.

Minutes prepared by Board Vice President Beth Teitel