

**Guernsey Memorial Library**  
**Board of Trustees**  
**November 13, 2025**  
**DRAFT**

Attendance: A. Eaton, L. Mealing, D. Miner. P. Giltner, L. Chwazik, C. Dalrymple, K. Hazen, W. Burdick

Absent: P. Wolford

Meeting called to order at 6:32 pm by President A. Eaton.

Minutes of the October 9th meeting were unanimously approved upon a motion by D. Miner. 2nd, L. Mealing.

**Treasurer's Report: W. Burdick**

As of the end October 34% of the projected revenue has been received. 29% of the budget has been spent and 73% of the budget has been spent or encumbered.

As of the end of September, the 3rd quarter, there's been a market gain of \$55,761.75.

Taxable interest, dividends & realized gain was \$10,850.70

This Treasurer's report will be voted upon at the next meeting.

The Audit firm is waiting for the go ahead and documentation from the last fiscal year to start an audit.

NBT Investment will be invited to our next meeting.

**Finance Committee Report:**

Bills were paid upon motion by J. Clement. 2nd, A. Eaton. Unanimously approved.

Director's Report: C. Dalrymple Attached

Children's Library Report: K. Hazen Attached

Board

Stop sign needs to be reinstalled at the entrance to the County Office Building parking lot.

Director's Evaluation begins in March. D. Miner, P. Giltner will make modifications.

**Unfinished Business:**

After review of the most recent update of the lease, there still are some issues:

Section 9.1 regarding building replacement after a disaster.

Article 11 regarding Tenant Alterations

Delaney Beers was unanimously approved as a clerk upon a motion by L. Chwazik.  
2nd D. Miner.

Laura Mandell's promotion to Principal Library Clerk was unanimously approved  
upon a motion by P. Giltner. 2nd, J. Clement.

There are no staff currently in the senior clerk classification.

The motion to increase L. Mandell's salary by 4% made by L. Mealing. 2nd L. Chwazik  
failed to pass. Yes votes: L. Mealing. L. Chwazik. No votes: P. Giltner, J. Clement,  
A. Eaton, D. Miner

A motion to increase L. Mandell's salary by 3% made by P. Giltner 2nd, J. Clement was  
Yes votes: P. Giltner, J. Clement, D. Miner, A. Eaton. No votes: L. Chwazik. L. Mealing.

General Discussion was held regarding raises between contracts. The contract rules.

Surplus auction items were unanimously approved upon a motion by D. Miner.  
2nd, P. Giltner.

Broken items will be discarded without BOD approval upon a motion by L. Chwazik.  
2nd, J. Clement. Unanimously approved.

There will be no December meeting unless C. Dalrymple calls one.

As there was no further business, the meeting adjourned at 7:55 pm upon a motion by  
P. Giltner. 2nd L. Chwazik.

Jane S. Clement, secretary