

Ogdensburg Public Library Board of Trustees Meeting
January 23, 2017
Minutes

Board Present: Scott McRoberts, Marc Boyer, Jim Fish, Michelle McLagan, Matt Duprey, Shelly Bond

Board Absent: Mary Margaret Small, Cathy Piche

Staff Present: Penny Kerfien, Stephanie Young

Staff Absent: Dorian Lenney-Wallace

Guests: Matt Corey (NCLS), Laura Foster (Museum), Linda Griffin, Jane Pinkerton

The meeting was called to order at 6:00 pm.

Public Comments:

None

Approval of Agenda:

Motion by Matt Duprey and seconded by Shelly Bond to **approve the agenda**. *Unanimous.*

Approval of Minutes:

Motion made by Jim Fish and seconded by Matt Duprey to **approve the December 20, 2016 minutes**. *Unanimous.*

(Agenda modified to accommodate guests/schedules).

Chippendale Table and Other Library Items Housed at the Frederic Remington Museum:

Laura Foster, Executive Director of the Frederic Remington Museum, provided an update on the table and other items belonging to the Ogdensburg Public Library but housed at the museum.

Laura's opinion is to sell the table "as is" and not rehabilitate it at this time due to a reduction in staff/hours at the museum. She has spoken with museum representatives at Sotheby's and they are very excited to auction the table on our behalf. Sotheby's would rehabilitate the table and sell it at auction in 2018 with a starting bid in the range of \$50,000 to \$80,000. Sotheby's would retain 5% of the final sale price and absorb the cost of rehabilitation. Representatives from Sotheby's are coming north in March and will stop in Ogdensburg with an Americana specialist to look over the table. We can also have Sotheby's look at the two chairs - the table and two chairs are all Chippendale but the chairs are not from the same collection. Laura has not mentioned the chairs to Sotheby's yet, pending our desire to include them in the auction.

Laura will also invite Sotheby's to look over the Remington's secondary collection (items belonging to the library) that don't exactly meet the museum's mission. Sotheby's would advance us some of the funds from the pending 2018 sale during the 2017 budget year. Laura doesn't have the details yet as there are more conversations to be had. Additional comments regarding the table: we have the existing appraisal which is ten years old, we will pay for the shipping from Ogdensburg to Sotheby's location, and the 5% can be reduced if we are able to add more items (possibly two chairs) to the sale.

With regards to the proceeds from the sale: All proceeds directed to the museum must be applied to acquisitions and not operating expenses, whereas the library can use the money without any restrictions.

Several of the joint collections have restrictions: the Sharp collection would require judgment from state's attorney or descendent of the donor; the Wilhelm collection also has several restrictions.

Laura suggested we consider the future. Her position is that there are many items that relate to the museum's mission and they do not want to part with any of those items. The secondary items stored at the museum are different in that many do not further the museum's mission. Some items were donated with lower professional standards with respect to collection development, mission, and purpose. Laura sees very few items other than the table that have as much value for the time involved to appraise and sell them. If the library wishes to deaccession many items it becomes a much larger time commitment. A slower process of selling items over time would be more desirable than trying to sell too much at once.

The loan agreement between the museum and the library dates to 1981. Everything accumulated subsequent to 1981 is not covered under the loan agreement.

Motion made by Jim Fish and seconded by Matt Duprey to **advance the auction of the table under the conditions that Laura described such that it can be sold at auction by Sotheby's in January 2018.**
Unanimous.

Motion made by Jim Fish and seconded by Matt Duprey to **amend the motion to include the two Chippendale chairs in the Sotheby's auction.** *Unanimous.*

School Ballot Referendum and Funding:

On January 23rd, Penny Kerfien and Lin Griffin met with Timothy Vernsey (Superintendent) and Ronald Johnson (School Board President) from the Ogdensburg City School District. The meeting went well and the school representatives agreed to remain "neutral". The school district is very relieved that we are seeking a referendum for funding and not a referendum to become a school district library.

Penny presented figures to the school regarding specific dollar-value increases to the taxpayers if the library seeks different amounts in the referendum (\$39,731 vs \$50,000). The school seemed pleased that the amount wasn't too high. Penny also relayed that our referendum must be done at the same time as the regular school budget vote.

Tim requested a one-page summary that he can present to the school board in advance so they may review the information and ask questions prior to the next school board meeting. Penny will send the summary next week and encouraged him to email or call her if the board has any questions.

The library board will be present at the school board meeting on February 6th at 6 pm at which point Penny will present the exact figure for the referendum. Then, the library needs to collect twenty-five signatures and those signatures need to be presented at the February 27th school board meeting.

Penny spoke with Sarah Purdy at City Hall regarding the 2018 fiscal year budget. Sarah said there will most likely be further cuts to the library budget and that we should anticipate and make plans for a reduction. Penny shared our plans with Sarah, who said she would support us and attend the school board meeting on February 6th to address any questions the school board has about the city's involvement.

If the library chooses to go on the ballot for \$50,000, the rationale would be that the library hasn't had an increase in funding from the city in several years, and that the extra funds would help make up for lost funding incurred in recent years.

Matthew Corey from NCLS presented the wording for a budget referendum resolution and a tax cap resolution which must be filed with the minutes from the library board meeting.

A motion was made by Jim Fish and seconded by Matt Duprey to **seek a total of \$50,000 in the form of a 2017 Ogdensburg City School District Budget Referendum.** *Unanimous.*

A motion was made by Jim Fish and seconded by Matt Duprey to **override the tax cap if necessary due to the budget referendum.** *Unanimous.*

Matt will get the paperwork together for the budget referendum and send it to Penny.

Matt suggested that we work on other things for campaign such as the following: working with the Friends of the Library group, looking at Libby Post's suggestions from last fall, designing a web page with facts for the taxpayer, working on an informational campaign, and distributing information yard signs.

Matt can assist us with setting up a web site and putting together education and information regarding library services, tax increases, etc. NCLS will pay for a small run of yard signs.

The Friends Group can do promotion that says "Vote Yes!" whereas the library cannot.

May 16th is the official date for the school vote. Board members can sign petition. The more signatures we have, the better it looks to the public.

Resolution Regarding Past Board Member:

Penny read a resolution for Linda Griffin's service to the library as a past board member. A motion was made by Jim Fish and seconded by Matt Duprey to **honor Linda Griffin.** *Unanimous.*

Lin was presented with a framed resolution, a thank you card, and a gift card to Brewer's Bookstore.

Statistical and Financial Reports:

The library has not received any financial reports from the city due to a delay in the health insurance retirement figures. Penny is not sure if we will have the reports for the February board meeting, and the delay is preventing her from finalizing the library's annual report. Penny will talk to NCLS about submitting what we have and getting an extension, pending the city's report.

No questions on statistics or bills paid.

Motion made by Jim Fish and seconded by Matt Duprey for **approval of bills paid in December.** *Unanimous*

Director's Report:

Penny will talk with Sarah Purdy tomorrow to update her with information from the school board meeting and the library board meeting.

In December and early January we received some annual donations that we anticipated.

The fundraising letter has been mailed out to 1,889 households. We've received thirty-two replies for a total of \$2,223.67 thus far. Some people want a receipt. Penny will send a thank you note with the 501c3 information and tax number to everyone who sends a donation.

About 150 Friends of the Library membership letters went out at about the same time.

The Strategic Plan needs more revisions as the current revision is too brief. The same committee agreed to make further revisions: Marc Boyer, Michelle McLagan, and Cathy Piche.

Nominating Committee: The library board will continue with Scott McRoberts as Board President, Marc Boyer as Vice-President, and Jim Fish as Financial Officer. Michelle McLagan will replace Lin Griffin as Secretary.

Standing Committees: Michelle McLagan was appointed to the Personnel Committee in a previous meeting. Scott appointed Shelly Bond to the Programming Committee.

New Board Members: A new board member is required due to Lin Griffin's term ending in December. Jane Pinkerton has been recommended and her nomination will be discussed in executive session.

Capital Project Reimbursement: No funds from the state have been received. Penny will follow up again with Addie Jenne's and Patty Richie's offices. Apparently all funding paperwork stopped in October due to the election and reimbursement keeps getting pushed to state's back burner. Scott suggested that we get Jennifer Stevenson involved and have her call Addie in addition to Penny's follow up.

Adult Services Report:

Stephanie Young and Jo-Ellen Murray looked at the budget and what unrestricted funds are available for material purchase. They settled on about \$200 per month for fiction books and \$50 per month for DVDs. This will allow Stephanie to purchase the most popular books, the DVD for movie night, and one or two other DVDs. This is a 50% reduction from prior expenditures and, at this spending level, the unrestricted funds will be gone at the end of the year. Donations from the fundraising letter will help with additional purchases.

Children's Services Report:

No additional information to add to Dorian Lenney-Wallace's written report.

Chairperson's Report:

Nothing to report.

Committee Reports:

- A. Building and Grounds: Nothing to report. Penny said we are still having some issues with the lift. The plumbing drain pipe in the magazine storage area (below the main floor bathroom/sink) is deteriorating and Penny obtained an estimate from JMS Mechanical for \$1,000 to repair/replace the pipe. Penny continues to have difficulty getting contractors into the library for estimates – they don't return her telephone calls. Scott will place some calls as he knows some of the contractors personally, including Ryan at Holland Pump.
- B. Finance Committee: Nothing to report.
- C. Programming Committee: Nothing to report.
- D. Personnel Committee: Nothing to report.

Unfinished Business:

- A. Long Range Plan revisions: Discussed under the Director's Report.
- B. Library cards and donations: Penny handed out blue registration cards and new library cards to board members without library cards on file.
- C. Table at Remington: Discussed earlier with Laura Foster. Matt Duprey suggested that we learn more about the auction process and that we can auction whatever we want that's not restricted. All revenue from the sale of property will go to unrestricted funds when possible.
- D. Funding: Discussed earlier with Matt Corey.

New Business:

- A. Ethics Statement and Conflict of Interest Statement: All board members submitted new statements with the exception of Mary Margaret Small and Cathy Piche.

Executive Session:

Motion made by Matt Duprey and seconded by Jim Fish to **go into executive session** to discuss new board members at 7:07 pm. *Unanimous.*

Motion made by Matt Duprey and seconded by Marc Boyer to **come out of executive session** at 7:10 pm. *Unanimous.*

A motion was made by Shelly Bond and seconded by Jim Fish to **appoint Jane Pinkerton as a Library Board Trustee.** *Unanimous.*

Penny will send Jane's information to City Hall and proceed forward with an official appointment and Oath of Office.

The meeting was adjourned at 7:12 pm.

Respectfully submitted,

Michelle McLagan, Secretary