

**Ogdensburg Public Library Board of Trustees Meeting
January 21, 2020
Minutes**

Board: Marc Boyer, Michelle McLagan, Mary Margaret Small, Jane Pinkerton, Kathy Lawrence, Barbara McDonough, Ann Lesperance (videoconference)

Board Absent: Shelley Bond

Staff Present: Penny Kerfien, Dorian Lenney-Wallace

Staff Absent: Stephanie Young

Guests: Max DelSignore (Assistant Director, Northern New York Community Foundation), Matthew Corey (Consultant, North Country Library System)

The meeting was called to order at 6:02 pm.

Public Comments: None

Approval of Agenda: Motion by Mary Margaret, seconded by Barbara, to **approve the agenda.** *Unanimous*

Guest Presentations: Max DelSignore from the Northern New York Community Foundation presented information about how the foundation works with public libraries in the area. Discussion involved capital fundraising campaigns and endowments.

Approval of Minutes: Motion by Kathy, seconded by Mary Margaret to **approve the minutes from the previous meeting.** *Unanimous*

Statistical and Financial Reports: No financial reports have been received by the city yet. Motion by Mary Margaret, seconded by Jane for **approval of bills paid in December.** *Unanimous*

Director's Report: The library will be hosting an elder fraud and scam prevention workshop on April 8th. Sarah Purdy and Mike Skelley came to the library for a tour. Mike will help promote the Sweetheart Soiree on the movie theater marquee. Craig Chevalier (Remington Board Chairperson) will be coming to the library for a tour next week. Penny will be on the hospital foundation "business in the spotlight" committee. Penny researched the security options for the side door, and talked with Greg Mallette regarding building code. The most cost effective solution is to install a door at the bottom of the stairs to prevent unauthorized access to the auditorium. She will also move a security camera to provide a better view of the side door. Penny also got a panic button for staff working upstairs.

Adult Services Report: No additions.

Children's Services Report: Dorian attended a webinar today about creating a vision plan. She has crafts scheduled during February break with the dog musher coming on Friday. She will also be meeting with Kevin Kendall and the school librarians about developing a shared resource spreadsheet with the school.

Chairperson's Report: none

Committee Reports:

- A. Building and Grounds: None
- B. Policy/Personnel: Met with Penny to review her goals and objectives for the year; Penny emailed a summary of her achievements to the entire board for review. The winter review was timed to coincide with the change in her salary increase going forward (now at the first of the year to be in sync with the rest of the staff). The next large project will be developing a new 5-year strategic plan; we will look to meet in April on this topic.
- C. Finance: None

Executive Session: None

Unfinished Business:

- A. New Trustee: Discussion regarding potential trustees and the option to have a paid financial officer/treasurer, as recommended by State Education/Division of Library Development. Matt provided information on the state recommendations and what other libraries have done in the system. He will also get us a couple of written descriptions/roles of paid financial officers from other libraries. Cheryl Ladouceur was selected as the new trustee; Penny will contact her and will facilitate Cheryl's appointment by City Council at the next meeting. A treasurer was not yet decided upon, but several names were mentioned.
- B. Remington Agreement: Penny distributed a copy of a memo received from the attorney regarding the 1981 agreement and request from the Remington Museum. Further discussion was tabled until the February meeting so everyone can fully review the information.

New Business:

- A. Election of Officers: Motion by Mary Margaret, seconded by Jane for **approval of the slate of officers as presented at last month's meeting.** *Unanimous*
 - a. Chairperson: Michelle McLagan
 - b. Vice-Chairperson: Ann Lesperance
- B. Committee Assignments: Michelle appointed a secretary and interim treasurer, along with committee assignments:
 - a. Secretary: Kathy Lawrence
 - b. Interim Treasurer: Shelly Bond
 - c. Building & Grounds Committee: Marc Boyer (Chair), Jane Pinkerton, Barbara McDonough
 - d. Policy & Personnel Committee: Mary Margaret Small (Chair), Michelle McLagan, Kathy Lawrence
 - e. Finance Committee: Shelley Bond (Chair), Ann Lesperance, Vacant (to be filled by Cheryl Ladouceur)

The meeting was adjourned at 7:56 pm.

Respectfully submitted,

Michelle McLagan, Secretary

