

MINUTES OF BOARD MEETING
December 16, 2015, in the Library Conference Room, Matt Duprey presiding

ATTENDANCE:

Trustees: Duprey, O'Donnell, Small, Widrick, Fish, McRoberts, Boyer, Griffin, Piche

Excused: None

Staff: Kerfien, Young, Lenney-Wallace

Guests: None

1. Call to order: Meeting was called to order at 5:02 PM.

2. Public Comments: None

3. Approval of Agenda for December Small|Boyer *unanimous*

4. Disposition of November's Minutes Duprey|Widrick *unanimous*

5. Statistical Report & Financial Report
Motion to pay November's bills Fish|Griffin *unanimous*

6. Director's Report: Report was presented.

a. Discussion on new time for board meeting

The 3rd Tuesday or Thursday with a later time was suggested. Thursday evening conflicts with Lions Club meetings, so Tuesday at 6 was adopted, to start in January 2016.

b. Our fund balance from previous year will cover the decrease from the city

c. Staff evaluations are completed

d. From August onward, NCLS will no longer pay for our Internet. Our best option is purchasing a fiber-optic connection through NCLS for \$150-\$175/month, compared to \$250 for local broadband. Coming legislation will also require us to have faster speeds, which the fiber-optic will provide. It will require that we install some filtering on adult computers as well as the existing filters on teen & children's in order to qualify for the eRate discount.

e. The elevator is working well now, but will be offline for 6 - 8 weeks in January for necessary software & hardware upgrades

f. The lift is being shipped Dec 23; arrival date is uncertain with the holidays, but the install is hoped for a dry day between Christmas and New Year's. The stairs that were delivered are not up to code – a set of improper measurements slipped through – and will be replaced in 3-4 weeks.

g. New board member:

Shelley Bond expressed interest and submitted a resume as requested

No one on the board personally knew her, and Small asked if they should have a meeting with her first

Small also asked if there was a skillset the board was lacking that should be filled with a new member

Griffin pointed out that as a retired person she has time to devote to a cause

Boyer & Griffin pointed out that she is a supporter and frequent user of the library

Fish asked if there were procedures to remove an unsatisfactory member and if there would be consequences; it was agreed to check the bylaws

Motion to recommend Shelley Bond for appointment to the library board Fish|Small *unanimous*

h. Appointment of new officers

Piche proposed the slate of: McRoberts (Chair); Boyer (Vice Chair); Fish (Treasurer); Griffin (Secretary)

It was pointed out that it is traditional, although not a rule, for the vice chairman to succeed the chair

There were no objections to any of the suggestions

Motion to approve next year's officers Small|Piche *unanimous*

7. Librarians' Reports

- a. Adult Services – presented
- b. Children's – presented

8. Chairman's Report: none

9. Committee Reports:

- a. Buildings and Grounds: no report
- b. Policy/Personnel: will meet after board adjourns to discuss director's contract
- c. Finance: The law requires the board to review economic conditions in regards to our endowment status (see document excerpt from Policy Statement enclosed in board packet for the 8 points) Review and approval of endowment policy Fish | McRoberts *unanimous*
- d. Programming: did not meet

10. Old Business:

a. School District Library

As an 18 month process, this needs to start at the beginning of the year

The question arose: should we have Steve Bolton come to a school board meeting, or invite the school board members to our meeting

Small suggested the latter, as an individual approach would be prudent before taking our proposal to a public forum

It was suggested that we also begin work with the new manager, new mayor, and city council, sharing information with people who can help us spread the word & gain support

Kerfien shared that recent patron feedback regarding the last attempt to go on the ballot indicated that laying groundwork & being free with info is important

McRoberts suggested inviting the city council to initial meeting

Small wanted to add an open invite to the school board and Friends of the Library as well.

It was pointed out that we would need a larger space for such a meeting, either the Dubisky building or our auditorium, and that it should be separate from the monthly board meeting

The public will be invited via an announcement in the newspaper

Kerfien will check with Bolton for good evening dates

b. St. Lawrence River Valley Redevelopment Agency Grant

Through the St. Lawrence County Industrial Development Agency website

Not yet open, but has a short window

Small suggest going for a consortium grant with Massena and Waddington to cover a larger river community

The money can be used to leverage larger grant, possible tech-related programming

11. New Business:

a. Conflict of Interest Policy – Signed by all board members and returned to Kerfien

b. Approval of Contracts for Librarians – Discussion will take place in executive session

c. Approval of Contract with CSEA Employees

The union met last night with Fish and Kerfien, and made the following changes:

Removed a line with an incorrect date

Added a step to the longevity bonus for 30 year employees, which will apply to one person over the life of this contract

Added a clause that if the Ogdensburg School District closes because of weather conditions the library would do likewise

Fixed raises for the next three years at 2%, 2%, and 3%

Added a one-time signing bonus at \$500 for full-time employees and \$250 for part-time

Board discussions were held regarding the closing policy (some board members were not in favor, feeling the school closed too often or that the library should be serving families when the school is closed,) the raises (why that amount,) and the bonuses (Fish and Kerfien clarified that this is considered a small

“perk” to make up for the wage gap between library/museum and city hall employees and was budgeted for along with the raises.)

Approval of the CSEA contract between employees, the Library, and the Remington Museum for 2016-2018 Boyer | Small *unanimous*

12. Motion to go to Executive Session at 6:24 Small|Fish
Exited Executive Session at 7:05 Widrick|Fish
Approved Professional Contracts as Amended Widrick|Small *unanimous*
13. Meeting adjourned at 7:06 PM. Griffin

Respectfully submitted by

Stephanie Young, Adult Services Librarian