

**Ogdensburg Public Library Board of Trustees Meeting, December 20, 2016**  
**Minutes**

**Board Present:** Scott McRoberts, Matt Duprey, Jim Fish, Marc Boyer, Michelle McLagan, Mary Margaret Small, Cathy Piche, Shelley Bond, Lin Griffin

**Staff present:** Stephanie Young, Dorian Lenney-Wallace

**Guest:** Matt Corey (NCLS)

The meeting was called to order at 6:00 pm. No public comments.

Motion by Mary Margaret Small, seconded by Matt Duprey to **approve the agenda.** *Unanimous*

Motion made by Cathy Piche. seconded by Marc Boyer to approve the **November 28, 2016 minutes.**  
*Unanimous*

**Statistical Reports:** Looking good for the end of the year – await health insurance variance to know for sure if we will end the year in the black. Motion made by Mary Margaret Small, seconded by Matt Duprey for **approval of bills paid in November.** *Unanimous*

**Director's Report:**

Discussion of recent **City budget cuts** of \$26,500 and how we will revise the budget to reflect this resulted in the following motion made by Jim Fish, seconded by Matt Duprey -

**Take \$5,000 from the book budget line, \$6,000 from contingency, \$4,000 from fund balance and the remaining \$11,500 from endowment/other available funds.** Unanimous. Jim Fish will contact Sarah Purdy to inform her of these budget revisions. Part of the discussion included information from Matt Corey that it is **recommended that the library maintain a fund balance to cover two months of operation.**

**Long Range Plan** – Penny's suggestion to adopt the current draft for a year and then revisit and revise was not taken. Rather the consensus was to revise and complete it now instead of waiting. **This will be under Unfinished Business for the January 2017 meeting.**

**Nominating Committee** – Description of Nominating Committee read from the by-laws. None appointed. Whole board voted on the motion by Mary Margaret Small, seconded by Jim Fish **that the president and vice-president each serve for another year. The chair appointed Jim Fish, Treasurer and Michelle McLagan, Secretary. It was the feeling of the board that it would be preferable to have a staff person taking notes at the meeting as it is difficult to both take good notes and also participate fully. Chris Becker was suggested as a possible new board member. Lin will ask her to provide a CV for the board to review.** Suggestion was made that all board members consider making a financial contribution to the library and also have a library card. Since we will be going to the public to ask them for additional support and encourage others to get a library card, we should do the same. **This will be discussed further under Unfinished Business in January 2017.**

**Remington Info** - **The board is interested in selling the Chippendale table and would like to invite Laura Foster to the January meeting** to talk with us again about the best way to go about this. No action taken regarding the Eva Remington trust transfer. Once again discussion pertaining to our ownership of the original Remington collection and how to let the public know about this developed with the suggestion of a name plate designating the library as the owner where appropriate. It was the consensus of the board that we explore ways in which to cooperate with the Remington on recognizing the library's connection to the collection and perhaps even realizing some small financial gain from it. The value of the artwork in the library itself was also questioned with an eye to its worth to us.

**Adult Services Report:** Stephanie corrected the figure for adult collection books from 152 to 112 in her written report. She further reported that there was no information in back minutes to help determine the actual value,

however according to a newspaper article the value was between \$65 and \$80,000.

**Children's Services Report:** Dorian reported that December has been a characteristically slow month for programs. The attempt at a Saturday morning story hour has not worked well so far and she intends to try it on Saturday afternoon to see if that works better. She put forth the idea of starting a Junior Friends group. Suggestions to look for seed money from the Northern New York Community Foundation and working with the high school book club were made.

**Chair's Report:** None

**Committee Reports:** No committees had reports.

**Unfinished Business:** Matt Corey presented his suggested plan and timeline for Library fund-raising following the City budget cuts and their expectation that we will raise money for ourselves. After a wide-ranging discussion on how much money we should try to raise and how to do that the following decisions were made:

1. As soon as possible send out a fundraising letter throughout the school district.
2. As we are doing this, talk to the City to be clear that they will support our efforts and advocate for us with the school district.
3. We will keep the City and the school district "in the loop" from the outset as to our intentions. **NO SURPRISES!** School board meetings are held on the 1st and 3rd Mondays.
4. We will go after \$39,731 which will bring us to the original 2017 budget request from the City. (This is a zero increase since 2015.)
5. We will go out for a referendum on the school ballot but **have a separate ballot and vote at a separate location** from the school district election. We will get an up to date estimate of the cost for this.
6. We will work with NCLS to do this and will not secure the services of Libby Post. If we have not already let Libby know this yet, it needs to be done now.

We are basically accepting Matt's suggestions, and he indicated he would help out in any way and return to Ogdensburg when we need him. He will look into exact dates for presenting a petition to be on the school ballot, but also said the information is available \$13 - \$15, so for approximately \$40,000 it would be less than that. This seems like a small amount to ask of taxpayers and can be related to the cost of a book or other comparable items that the voters can easily relate to.

Motion made by Jim Fish, seconded by Mary Margaret Small to **go into executive session** to discuss a personnel matter at 8:15 pm. *Unanimous*

Motion made by Marry Margaret Small, seconded by Matt Duprey to **come out of executive session** at 8:21 pm. *Unanimous*

Motion made by Mary Margaret Small, seconded by Jim Fish that: **"Per Penny's doctor's orders, she may work part time in the library and part time at home, if necessary, starting December 26, 2016.' This is contingent on a written statement to this effect from the doctor and will be re-evaluated in 30 days.**  
*Unanimous*

**The board agreed unanimously by consensus that Penny, as Director, has the ability to use flex time if she needs to change her normal hours.**

The meeting was adjourned at 8:23 pm.

Respectfully submitted,

Lin Griffin , Secretary