

Ogdensburg Public Library
March 15, 2016 Trustee Meeting

Present: Scott McRoberts, Jim Fish, Mary Margaret Small, Marc Boyer, Shelley Bond, Lin Griffin, Cathy Piche.

Absent: Matt Duprey, Michael O'Donnell

Staff: Penny Kerfien, Stephanie Young, Dorian Lenney-Wallace

The meeting was called to order by Scott McRoberts at 6:05 pm. No public comments. The agenda was approved by consensus. February 23, 2016 Minutes were approved. Fish/Small – unanimous

Statistical and Financial Reports: Financials show we are right where we should be. Motion to accept reports and pay February: Fish/Piche – unanimous.

Director's Report:

Lift – Gaps, gouges and a temperamental start button reported. All these problems are on a punch list to be presented to Northern Tier (Todd) by the Library and architect (Dean) on March 16 as well as other concerns. There is no light inside the lift and it is dark. Do we need braille instructions as well as regular instructions? In either case the print needs to be bigger. No more payment will be made to Northern Tier until Penny is satisfied with the quality of the work. She will send a memo to board members outlining all these problems.

Elevator - Modernization of the elevator will take two to three weeks and will be done in April after National Library Week (April 10-16).

Friends of the Library Report - The Friends met March 9. A Book Sale is scheduled for Seaway Festival Weekend and a second one in November. There will also be a mini-sale during National Library Week. The Friends now have \$21,000 in their accounts - \$9,000 is Agarwal money, restricted to children and youth materials and programs. They are looking at other potential fundraisers, but need greater participation to make this work. A goal of Friends fundraising for a specific project was suggested (like first floor bathroom renovation, front steps, etc.) The problem currently is the small size of the Friends group and its lack of leadership – no president or secretary. If we want the Friends to succeed and raise funds for the Library, the Board will need to help strengthen it by encouraging others to join and become active. The City is also looking closely at what our budget says the Friends will provide and what they actually give the library. Not all they pay for is so noted in budget and spending figures the City sees.

School District Library/Assets – Penny provided Education Law 259 information which states how the money collected in taxes would be appropriated for the Library. If the voters approve a School District Library, a new library is chartered and registered and all assets will be transferred from the old Library to the New Library. Further details in the written Director's Report.

Strategic Planning Workshop - The Director reminded trustees of this NCLS workshop on June 22, 2016 at the Potsdam Public Library from 10:00 am to 12:30pm. Trustees are encouraged to attend if possible.

Can the Board do fundraising? - Penny spoke to Joe Eisner of the Library Trustee Association to get an answer to this trustee question. Our understanding prior to this was that the Board could not do

direct fundraising. The answer, however, is that the Board CAN do this, as long as the monies sought are an appropriate use of public funds. Further details are in the written report.

Appraiser - An appraiser will be at the Remington Museum on August 13 and Penny will speak to him about appraising some objects in the library, as discussed at the Feb. Board meeting.

Remington Invitation – The Remington will be hosting a BBQ on Sunday, July 24 during Seaway Festival. They have invited us to join with them in offering a variety of activities on this day and suggesting we close off our block of Washington St. to do this. The Friends will help in planning activities and possibly fundraisers. A possible 50/50 raffle was mentioned and the question of legality was raised. Lin will give Penny current IRS information on not-for-profits doing raffles that indicates the are allowable.

National Library Week - In addition to the activities outlined at the February meeting there will be a Yoga class offered, and staff is still trying to get Lowes to do a DIY project workshop for us that week.

Boiler Maintenance – **ColdTech Refrigeration** out of **Potsdam** was hired to do routine maintenance on the boilers and air-conditioning system. So far there are some problems with the boilers, largely due to lack of regular maintenance over the past 5 to 10 years. Work and replacement parts are likely to cost up to \$1,000. Air conditioning has not yet been looked at. Some old parts will be kept for possible emergency use and two extra ignitors have been ordered to have on hand. The question of hiring local (Ogdensburg) businesses was raised. While the Director thought this was a valid point, going with the lowest bidder has been the deciding factor in the past (i.e. -going with Northern Tier out of Gouverneur) and what occurred this time as well.

NCLS Survey – Penny requested Trustees fill out the survey the received on-line to the best of their ability. Board members were encouraged to go to the NCLS website to see the scope of services offered that are mentioned on this survey.

Library Trustees Institute – May 6 & 7 in Plattsburgh. Lin and Penny are going and others could still attend both Friday and Saturday or just Saturday. Meetings will be held at City Hall. The Holiday Inn is the suggested hotel. Some trustees indicated what a poor choice of a hotel this was, and our reservations may be changed. Trustees especially wanted both representatives to attend the workshop on Positioning Your Library as an Essential Service.

Librarian's Reports

Stephanie – No additions to the written report. Stephanie was asked to expand her report in the future to give us more detail about what she does, and she agreed to do so.

Dorian – May is expected to be a very busy month with both St. Patrick's Day and Easter programs. If possible the Easter Egg hunt may take place outdoors. The Battle of the Books is coming up on April 22. Plans for the Summer Reading Program are under way. Story hour attendance has been low, but usually picks up when school is out of session for the summer. Saturday Story Hour may be in the future.

Chairman's Report – none

Committee Reports:

Buildings and Grounds – No report, but committee should meet with lift and elevator people before the projects are completed.

Policy/Personnel - Committee has met and established draft goals to present to Penny and will meet with her **next** week to discuss these and her goals. All relate to the Strategic Plan which goes through 2016. The committee will report out to the board in May. After this the committee can do another evaluation in July and have the evaluation process back on track to align with Penny's date of employment (July 2014).

Finance – No report. Question about audit schedule – no date yet, but probably near the end of the month.

Program – No report/to meet again in April.

Unfinished Business:

Next steps in becoming a School District Library - After a lengthy discussion it was agreed that trustees would send Penny questions, topics of concern, and ideas for alternate funding in the next week **or** so. She will research all she can and present the information at the April meeting. One question already posed is whether or not the first ballot for becoming a School District Library must be part of the school budget ballot and vote. Another concerned the minimum level to which the City must find the library. With regard to the school board we will have to answer the question about how they are expected to make us “whole” when the City is so slow in making them “whole” when taxes do not all come in.

Some of the discussion included the fact that the first step after making the final decision to proceed with becoming a School District Library is to get 25 signatures on a petition, however we are not yet at that stage. We need to meet with City and School Board representatives, and hopefully **a** neutral outside source, who can help answer the tough questions and assure all of the feasibility of such an endeavor. Information from other libraries/school systems/municipalities who have already gone through this may be beneficial.

St. Lawrence River Valley Redevelopment Agency Grant - Mary Margaret, who suggested we take a look at this grant, has met with Penny and two other librarians (**Waddington and Massena**) who are looking into MAKERSPACE projects that could rotate among the libraries and perhaps have assistance from Clarkson student interns. Northern New York Community Foundation may be approached for part of the funding for such a project. Work on this will continue.

New Business: None

Meeting adjourned at 7:45 pm.

Respectfully submitted,
Lin Griffin
Secretary