

**Ogdensburg Public Library Board of Trustees Meeting  
March 21, 2017  
Minutes**

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

**Board Absent:** Jane Pinkerton

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

**Guests:** Matt Corey (NCLS), Laura Foster (Remington Museum)

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

**Public Comments:**

None

**Approval of Agenda:**

Motion by Cathy Piche, seconded by Matt Duprey to **approve the agenda.** *Unanimous*

**Approval of Minutes:**

Correction to change the date the petitions were submitted to the School Board to Monday, February 27, 2017.

Motion by Shelley Bond, seconded by Marc Boyer to **approve the February 21, 2017 minutes.** *Unanimous*

**Request from the Remington Museum:**

Laura Foster reported that there has been a loan request by the Metropolitan Museum of Art to borrow an item from the Remington collection for display during a special Remington exhibit scheduled from July 2017 through January 2018. The item is item 66.509, a Remington pencil sketch dating from 1889 that was done as a preliminary sketch for another work that is currently missing. Laura thinks this is a wonderful opportunity to highlight the collection we have in Ogdensburg. The Museum Board is in the process of approving the loan and would like approval from the Library Board.

Motion by Matt Duprey, seconded by Cathy Piche to **lend the Remington pencil sketch as described by Laura Foster to the Metropolitan Museum of Art for the period indicated.** *Unanimous*

**Statistical and Financial Reports:**

No final 2016 financial reports have been received from the City. Penny received enough information required to submit the library's annual report to the state. No financial reports have been received from the City for January or February. The City is hoping to have all missing reports to us by the end of March.

No questions on statistics or bills paid.

Motion made by Mary Margaret Small, seconded by Jim Fish for **approval of bills paid in February.** *Unanimous*

**Director's Report:**

- A. School Ballot Referendum: On March 16<sup>th</sup>, the School Board requested a certified copy of the Tax Cap Resolution that was passed in January by the Library Board. Michelle provided Penny with a signed and notarized copy, and Penny delivered it to the school. We discussed ideas to promote the referendum and agreed to the following actions:
1. Send an educational mailing to all school district residents to inform them about library programs, services, statistics, and general information regarding the referendum. We are allowed by state education law to inform and educate, but not influence voters. Agreement is to send a mailing that includes the information currently on our website, and the annual report infographic. NCLS will take care of the printing and folding at no charge. Penny will obtain the mailing list from the St. Lawrence County Board of Elections. Volunteers will stuff and affix mailing labels. We can use the Chamber's bulk mail permit. Target mail date is April 19<sup>th</sup> so that it arrives after school break.
  2. Host Open House / Q&A (Questions and Answers) event in early May to bring positive information to the community regarding the upcoming school ballot referendum. Staff and Trustees will be on hand to answer questions. An invitation will be included in the educational mailing referenced above. Additional invitations will be sent to local service clubs and groups. Dates selected are Tuesday, May 2<sup>nd</sup> from 6:30 to 8:30 pm, Wednesday, May 10<sup>th</sup> from 2:00 to 4:00 pm, and Thursday, May 11<sup>th</sup> from 6:30 to 8:00 pm.
  3. Encourage patrons to write Letters to the Editor. Last week a letter to the editor was submitted by Lin Griffin. There are several other library supporters and friends who are planning to write letters supporting the library and upcoming referendum.
  4. Investigate Public Service Announcements on television/radio. Penny will talk to the media.
  5. Look at other ways to promote services. Matt Corey suggested doing a "libraries are education" campaign since we are chartered by State Ed and do a lot of activities promoting reading – children's story time, tutors who use the library on a regular basis, and summer reading programs.
  6. Offer to attend service group meetings and do a library presentation. Penny will see if any groups are looking for speakers at their next meeting.
  7. Get the Friends group involved in advocacy. Penny will talk to the Friends group about doing a telephone campaign encouraging voters to "Vote Yes!". According to State Ed, Friends groups can advocate for "Yes" votes whereas the library itself cannot encourage a particular outcome – the library itself can only educate voters.
- B. Dirty Gringo Gift Cards: There are currently three gift cards in the building that have not yet sold, and there are four volunteers with five gift cards each in their possession for a total of twenty-three unsold cards. Lin Griffin has sold forty-five cards and posted sixty promotional flyers around town. The hope is to have the remainder sold by the end of the month. The library did publicity on the website, Facebook, Twitter, North Country Now, and the Ogdensburg Journal.
- C. Email Newsletter: Penny and Matt are working on putting together a newsletter using Mail Chimp.
- D. Fire Inspection: There are ten minor items to be corrected. All can be fixed by Bob in a short period of time. The only item to purchase is an additional carbon monoxide detector.
- E. National Library Week is April 9-15. Dorian has a number of activities scheduled for children and Stephanie is working with Jo to schedule programs for adults. At next

Monday's City Council meeting, the Mayor and Council is expected to do a proclamation for National Library Week. Penny will be there at 7 pm to represent the library. The library will be offering amnesty during National Library Week where patrons can visit the circulation desk, return any overdue library materials, and present a can of food in lieu of paying the overdue fine. The goal is to get patrons to return our items and support the local food pantries.

**Adult Services Report:**

No additions from Stephanie.

**Children's Services Report:**

Dorian reported that the St. Patricks' Day activity was well received. The Easter Egg Hunt and Battle of the Books program are coming up. May and June are typically slow as kids are finishing up school and Dorian is preparing for Summer Reading. This year's Summer Reading Theme is "Build a Better World". Project ideas include having a musician visit the library, and probably either the Zoo, reptiles, or birds of prey. Dorian is also planning to have the children make cat and dog toys to donate to the SPCA.

**Chairperson's Report:**

None

**Committee Reports:**

Marc Boyer has been removed from Finance and appointed to Building & Grounds.

- A. Building and Grounds: none
- B. Policy/Personnel: none
- C. Finance: Penny signed a letter of intent to have the audit performed, and it must be complete by April 30. The audio should take two or three days.
- D. Programming: next meeting is March 30

**Unfinished Business:**

- A. We have received \$7,581.84 from January's fundraising letter campaign. The funds will be used to replace those cut from the materials line item. Some donors made specific requests that their donation be used to purchase specific items types and those requests will be honored.
- B. Strategic and Long Range Plan committee will resume work in June, after the school budget vote.

**New Business:**

- A. The next library board meeting will be during spring break, on Tuesday, April 18<sup>th</sup>. Shelley, Matt, and Mary Margaret will be excused.

**Executive Session:**

None

The meeting was adjourned 7:10 pm.

Respectfully submitted,

Michelle McLagan, Secretary