

**Ogdensburg Public Library**  
**April 19, 2016 Trustee Meeting**

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

Absent: Michael O'Donell

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

*The meeting was called to order by Chairman, Scott McRoberts at 6:05 pm. No public comments.*

*Motion to accept the agenda – Small/Duprey – unanimous. Minutes accepted with a couple of spelling errors corrected – Piche/Small – unanimous.*

*Statistical and Financial Reports:* Expenses of over 70% budget in the area of equipment maintenance, telephone, and office expenses were explained by the director. Phil Cosmo has asked all departments to trim wherever possible and watch expenses closely throughout the year. Penny indicated we are already doing this. Circulation for the month is down from last year possibly to Spring holidays. Motion to accept bills paid for March: Fish/Boyer – unanimous.

*Director's Report:*

**CLD Budget** – approved by email vote – basically the same as last year.

**Library Audit:** Done April 4-6. Review probably to be done at May meeting.

**Lift:** Lift is operational. Still a punch list of “fixes” to be accomplished. Next visit from Victory Lifts and Northern Tier is April 29, probably around 10:00 am. Lift does not require braille. Lift is not keyed. New lighting inside and outside of lift to be done. Recording security camera in place.

**Cold Tech Refrigeration:** Work on boilers bill - \$692. Will return to work on air conditioning.

**National Library Week:** Big success Mary Margaret won the 50/50 raffle and donated it to the Library. Some events include Thompson Park Zoo with 163 people in attendance in the auditorium where they were introduced to a skink, a chinchilla and a screech owl, yoga, container gardening (presented by Cooperative Extension Master Gardener), growing herbs (presented by LOWES), puppet/ventriloquist performance, BINGO, scavenger hunt, book “tasting” and coffee tasting each day.

**Little Free Libraries:**

Senator Ritchie gave \$5,000 for the creation of 5 Little Free Libraries. BOCES students designing and painting them. City will assist in installation when ready. Senator Ritchie and the City will determine where they are to be placed.

**Russell/Ritchie grant monies:** in financial review – hopefully nearing the end of the process.

**NCLS Trustee Institute:** May 6&7 – Penny and Lin attending. Report to board after institute.

**Strategic Planning Workshop:** NCLS workshop in Potsdam on June 22 from 10:00 to 12:30. Looking for board members to attend.

**Face-book:** Over 1,000 hits recently due to stories about Sophie (turtle). Over 1,600 hits on National Library Week information. Also used 4 print media sources to advertise activities for this week.

**Charter/Funding level:** The Charter does not address any specific level of funding the City is required to provide in order to support the Library.

*Librarian's Reports:*

**Stephanie** - More detailed written report welcomed by trustees. Process of evaluating books and DVDs explained. See attached written report.

**Dorian** - Visit to Boys and Girls Club on 4/20/16 to coordinate summer programming/include them in Summer Reading Program. Reading Program will include a "board game board" to record reading – prizes available for each 10 books read. Grand prizes of two Kindles. Battle of the Books is April 22 at the Library with next level in Gouverneur on May 21. May movie night film – Star Wars. New non-fiction books largely about space.

*Chairperson's Report:* None

*Committee Reports:*

**Buildings and Grounds** - No report. Committee members will try to be at the April 29 visit re lift.

**Policy/Personnel** - Will report in Executive Session.

**Finance** – No report.

**Program** – No report – to meet on April 21 for quarterly meeting.

*Unfinished Business:*

**School District Library** – Penny shared information she requested and received from Oswego and Fulton Libraries based on our questions relative to their experience in becoming School District Libraries. After lengthy discussion trustees requested all the information in writing in order to start individual School District folders of information. (This was done on April 21 and all have it, so no specific information included here.) Concerns/questions raised during discussion include: cost of holding the election separate from the School Board election; names of attorneys having experience with this process; information about other area libraries with regard to comparable budget size and government support; calculation of actual cost to taxpayers for Library funding; how benefits would be calculated and paid for and the impact (if any) on union status. **A special meeting of the Board of Trustees will be held on May 9, Monday, at 6:00 at the Library to develop questions we need answered and a list of people to contact in order to get answers we need regarding School District Library status.**

**St. Lawrence River Valley Redevelopment Grant:** Grant request has been submitted. Massena, Waddington and Ogdensburg libraries have jointly developed this grant proposal requesting \$63,000 to establish a Seaway Trail Maker Space Program. This would cover the purchase of 3-D printers, computer, large monitors, Lego robotics, site renovations, and other supplies. We should receive word on receipt of grant in June. Another grant to complement this one will be submitted to the Northern New York Community Foundation. The following resolution was stated and voted in support of this:

**Be it resolved** that the Trustees of the Ogdensburg Public Library recognize the mission of the Northern New York Community Foundation and that said trustees will actively support the foundation's work to the best of our ability in an effort to enhance the quality of life for our residents. Motion – Piche/Scott – unanimous.

No time left for executive session. Personnel Committee quickly reported that they were going to present goals for the Executive Director for the coming year and will do so at the next meeting, The Director asked if she was to assume the same sick, vacation, etc. time as in her original contract and the reply was yes.

Motion to adjourn at 7:40 pm – Small/Piche – unanimous.

Respectfully submitted,

Lin Griffin, Secretary