

Ogdensburg Public Library Board of Trustees Meeting
April 18, 2017
Minutes

Board Present: Scott McRoberts, Marc Boyer, Jim Fish, Michelle McLagan, Cathy Piche

Board Absent: Matt Duprey, Shelley Bond, Mary Margaret Small, Jane Pinkerton

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

Guests: Rhonda Roethel (City Museum Group), Sandy Porter (City Museum Group)

The meeting was called to order at 6:03 pm.

Public Comments: None

Approval of Agenda:

Motion by Cathy Piche, seconded by Marc Boyer to **approve the agenda.** *Unanimous*

Approval of Minutes:

Jim Fish requested a correction on page 3 under the Finance Committee report: the spelling of “audio” should be changed to “audit”. Motion by Jim Fish, seconded by Marc Boyer to **approve the minutes.** *Unanimous*

City Museum Group Presentation:

On April 5, the Ogdensburg City Museum Group (Kathie Wade, Laura Foster, Wayne Ashley, Rhonda Roethel, Sandy Porter, and Jana Norris) met at the library to discuss possible locations and decided the library auditorium is the ideal space as it is located within the historic district and already open regular business hours. The group is also interested in partnering with an organization that can help each other.

Penny gave the group a tour of the entire library so they could see what other spaces are available for various purposes. Currently, the Friends of the Library use the auditorium for their twice-annual book sale and the library hosts a variety of programs for both children and adults that require the auditorium due to the large number of participants.

The museum would bring in revenue in the form of yearly memberships (perhaps \$20-\$1,000 with various levels of membership and benefits) and an admission fee (perhaps \$3 per person). Some of the income would be used for the museum’s operational expenses and some would be shared with the library. The group suggested that library staff could collect money at the circulation desk but there are concerns that may be in conflict with State Education Law as there would need to be a clear delineation between what constitutes library funds vs museum funds. Penny will need to check with NCLS and/or NYSDLD.

The museum would likely use a mix of items belonging to the library but currently stored at the Remington Museum, and items from private collections. Displays would probably rotate on a quarterly basis and feature specific themes inherent to the region – boating, shipyards, factories, the river, etc. Many people in the community have collections and would be willing to

share with the museum. Items would be returned to storage in the Remington or returned to their private owners after being displayed – the library would not be responsible for long-term storage. Rhonda pointed out that revolving exhibits are the key to making sure visitors return again and again. She also said that the Remington served 10,000 visitors last year and that most are not City residents. Research shows that museums are more popular than amusement parks and other similar venues.

There are a large number of community members who are interested in helping out with setting up exhibits, lending items, and staffing the exhibit. The group envisions a mix of display types – items hanging on the walls, displayed on tables, and locked in glass cases. Mayor Ashley and the City Council are supportive of a museum, Julie Madlin (City Historian) is interested in helping, Laura Foster (Remington Museum Executive Director) would be involved, and BOCES may be interested in constructing display shelving and cabinets.

Rhonda is looking at other projects to enhance the downtown area – different ways to utilize existing spaces better, bringing more restaurants to the downtown area, etc. The group's plan for the museum would be to start immediately with memberships and public support from within the City and our surrounding communities.

Issues to explore include the following:

- legal arrangement between the library and the museum
- liability, insurance, security, temperature and/or climate control
- accessibility to other areas of the third floor (back stairs lead to an unsecured exit, staff offices and kitchen are accessed through the auditorium, elevator access to the rest of the third floor is through the auditorium)
- portable and/or movable displays that can be pushed aside to allow for library programs that need the auditorium space

Penny will email Rhonda to let her know the library board is interested in discussing the museum concept in more detail.

Statistical and Financial Reports:

No questions on bills paid. The library has not received any financial reports from the city for fiscal year 2017.

A question was asked regarding library closure for inclement weather. The library is closed for the day when the Ogdensburg City School District is closed, per library staff's union contract. Early closures are based on the weather conditions, forecast, and whether the school's afterschool and evening activities have been canceled.

Motion made by Jim Fish, seconded by Marc Boyer for **approval of bills paid in March.**
Unanimous

Director's Report:

The Remington BBQ will be held on July 23rd and the Friends of the Library will be participating. Last year the Friends paid for a bounce house, but this year the Garden Club may cover that as part of their outreach and promotion. Any sales revenue from the concessions would be directed to the library.

Over 1200 people visited during National Library Week. Activities included a flower craft, an Easter egg hunt, Easter games, a seed saving workshop, and refreshments.

The Fire Department re-inspection happened yesterday. The boilers haven't been inspected recently and must be done annually. The regular inspector isn't currently working and a substitute is scheduled for Thursday. Penny will forward the inspection paperwork to the Fire Department and that will complete the list of corrective actions.

Adult Services Report:

Stephanie reported the Seed Library is up and running and she is hoping to work with the Community Garden Group on something else. She is thinking of a tool library and will talk with the Canton Free Library who already has one implemented. Programs with the Cornell Cooperative Extension have gone well and she is looking to do more with them along with the SUNY Canton Small Business Development Center.

Children's Services Report:

Dorian reported a good turnout for the St. Patrick's Day program. She hosted a Lego party to celebrate the new Lego Wall. Natural egg dying was very successful.

Chairperson's Report: None

Committee Reports:

- A. Building and Grounds: none
- B. Policy/Personnel: none, but an upcoming meeting will be scheduled to discuss Penny's upcoming contract renewal.
- C. Finance: none
- D. Programming: Met in late March and discussed summer reading, National Library Week, a Seaway House art show July 5-14 (items will be displayed in the glass case downstairs and throughout the auditorium), a poetry reading in the fall, and Book Club in a Bag. The selling of items on Amazon seems to be quite seasonal. Facebook is currently the best method of communication with the public.

Unfinished Business:

- A. Long Range Plan Committee: Will meet after the referendum is complete
- B. School Ballot Funding: Open houses are scheduled for early May so we can answer questions from the community. An ad hoc committee consisting of Mike Gebo, John Pinkerton, Kathy Lawrence, and Karen Wright is working on promotion and outreach.

New Business: None

Executive Session: None

Motion made by Jim Fish, seconded by Cathy Piche to adjourn the meeting at 7:20 pm.
Unanimous

Respectfully submitted,

Michelle McLagan, Secretary