

Ogdensburg Public Library
June 21, 2016 Trustee Meeting Minutes

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

Absent: Michael O'Donnell

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

Guests: Sarah Purdy

The meeting was called to order by president Scott Mc Roberts at 6:02 pm. No public comments. The meeting opened with a conversation with Sarah Purdy about the role of the City in the library's possible campaign to become a school district library. **Points Sarah made include:**

An assumption that the library wanted to become a school library to assure stable funding into the future. She stated she could not guarantee that the level of funding would be sustainable given the City's current financial status.

She CANNOT say that the city tax levy would go down in the amount of the library budget if the library became a school district library. She CAN say that the City expenditures will go down by that amount (\$543,366 in 2016) and that there would most likely not be a tax levy increase in the year that this happens. This would be addressed in the City's budget document.

The library will remain in the 2017 City budget.

Assumption that we will have a wider tax base as a school district library and that is in our favor.

Suggestion that we hold a vote on a different date than the school budget vote and that it be held in a different place.

Another favorable result would be the direct accountability to the voters and greater transparency for us.

In response to the board statements that the school board did not want to make the library whole each year when the City took their time to make the school whole, Sarah indicated that she would talk to her new comptroller, Tim Johnson, and they would be in touch with Tim Vernsey at OFA to talk about the issue of being made whole. She said the problem for the City was properties in litigation for which taxes could not be collected. She wondered if the City could directly make the school whole instead of the school district. If this were possible the library would have to be prepared either by having a fund balance to cover a shortfall in taxes or have a delinquency line in the budget as an expense to account for this eventuality.

The library budget represents about 2 ½ % of the entire City budget.

In terms of a future relationship with the City if we become a school district library, Sarah stated a philosophy of working with anyone in the City and that this would certainly be the case for the library.

She thought we would not have to remain on the City health insurance and perhaps not the state retirement either once we are not on the City budget.

She stated her belief that the City Council would be supportive of us in this vote.

The question arose as to who has the Remington Museum collection that is owned by the Library listed on their balance sheet. It is not us. We also need to be sure we are named in the Remington insurance policy for what we own.

The board thanked Sarah for her time and her willingness to meet with us. She offered to return if we need her.

After Sarah left a *motion was made to accept the agenda and the minutes of the May meeting.* Small/Duprey – unanimous.

Statistical and Financial Reports: Penny indicated that patron and circulation statistics were better than last year at this time and that all the financials were in line or under for this time of year. *Motion to accept the reports* – Small/Piche – unanimous.

Director's Report: comments in addition to the written report include -

Construction Grant -Penny will add new doors to both the vault and magazine room to the current construction grant.

Hire an architect - Penny will hire an architect to work on the redesign of the spaces included in the construction grant. This is required by the grant. Sufficient funding appears to be available in the remainder of the City bond, and they want us to spend it down.

Little Free Libraries - Pictures of the Little Free Libraries are on Patty Ritchie's Facebook page. Hopefully they will also appear in local papers.

Elevator - The extra elevator expense was \$5,300.

Auditorium Chairs - Replacement of the rows of wooden folding chairs is recommended. New metal folding chairs with padded seats could cost from \$30 to \$90 each and a rack for storage from \$200-\$300. Friends will be asked to help fund this. A suggestion was made to ask local civic clubs (Kiwanis, Lions, Elks, etc) to help with this project. Also the possibility exists of getting chairs from Notre Dame when it closes.

Adult Services Report: In addition to the written report comments include -

Paper work has been completed go get a summer intern from the One Step Career Center. We have done this for the past couple of years. This person will be asked to work in the Local History Room to complete an accurate inventory. He/she will work 30 hours/week.

Children's Room Report: Comments in addition to written report include -

Story time has picked up again.

May numbers were good despite low programming in order to plan for summer reading.

44 attended Music and Movement today!

The game board to be used to keep track of summer reading was shown. Fines for those school children who attended with their class were forgiven – about \$500.

President's Report: none

Committee Reports:

Buildings and Grounds: No report other than construction grant.

Policy and Personnel: Met earlier in the day and will report in executive session.

Finance: No report.

Program: Have not met again, so no report.

Unfinished Business:

A. Discussion with Sarah Purdy – done first on agenda.

B. *Motion made to accept the 2015 audit* –Fish/Small – unanimous.

New Business:

Motion made to allow the executive committee (4 officers) to make decisions on behalf of the board over the summer – Piche/Small – unanimous.

Executive Session: *Motion made to go into executive session at 7:22 pm* – Small/Fish – unanimous.

Motion to return to regular session at 7:42 pm - Small/Fish – unanimous.

Motion made to give a 5% salary increase and to amend the Executive Director's contract to reflect the following changes, effective July 1, 2016:

1. *Carry over of 5 days of vacation (none previously).*
2. *Accrue 72 days of sick time with a payout of 5 days at retirement (36 previously).*
3. *4 personal days (3 previously).*

Motion - Small/Fish – unanimous.

Meeting adjourned at 7:44 pm.

Respectfully submitted,

Lin Griffin, Secretary