

Ogdensburg Public Library Board of Trustees Meeting
June 20, 2017
Minutes

Board Present: Scott McRoberts, Marc Boyer, Jim Fish, Michelle McLagan, Matt Duprey, Shelly Bond, Cathy Piche, Jane Pinkerton

Board Absent: Mary Margaret Small

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

Guest: Robert Hennes (Hugh Johnson Advisors LLC)

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

Public Comments:

None

Approval of Agenda:

Motion by Matt Duprey, seconded by Jim Fish to **approve the agenda**. *Unanimous*

Approval of Minutes:

Motion by Marc Boyer, seconded by Matt Duprey to **approve the minutes from the previous meeting**. *Unanimous*

Guest Presentation: Bob Hennes from Hugh Johnson Advisors presented the June 2017 Portfolio Review and answered questions from the Board.

Statistical and Financial Reports:

No questions on statistics or bills paid.

Motion made by Jim Fish, seconded by Cathy Piche for **approval of bills paid in May**.
Unanimous

Director's Report:

In addition to Penny's written report, she requested approval to submit a NYS library construction grant to improve energy efficiency and safety. The project would include replacement of the front door with one that meets the required historic standards, plus three additional exterior doors. The rear retaining wall and steps would also be replaced/repared to address safety issues. The Board discussed the projected cost based on preliminary estimates, and agreed that taking advantage of a minimum 50/50 match - possibly as high as 75/25, depending on available grant funding - was prudent.

Motion made by Jim Fish, seconded by Marc Boyer to **submit a NYS library construction grant to replace the exterior doors, rear steps, and rear retaining wall**. *Unanimous*

Pat Duffy, a local musician, will be coordinating musical concerts in Library Park on June 22, July 6, July 9 and August 24. He will do most of the publicity, with the library responsible for

posting information on our website and Facebook pages, along with our newspaper column. The Friends of the Library will sell 50/50 raffle tickets.

The Remington Wild West BBQ will be held on July 23 from 11 am to 2 pm in the area between the museum and the library. The street will be closed. The Garden Club has volunteered to help this year and will provide a bounce house, snow cone machine, petting zoo, and a clown with balloons. All proceeds from the Garden Club and Friends Group will support the library. Our only expense has been craft supplies and prizes for a total of \$40; leftovers will be used by Dorian in future children's programs.

The Ogdensburg City School District referendum for library funding was successful. The next step is to talk to Matt Corey regarding the procedure necessary for obtaining the funds from the school. Taxes are collected in September and the tentative plan is to request the funds for the month of October. Penny will obtain the information about how we make the request.

The Committee that helped with the referendum is looking at doing a fund drive in the fall to benefit the library.

Penny talked to Sarah Purdy (City Manager) and the plan is for the city to start the budget process earlier this year, perhaps as early as August.

An incident occurred last week when staff discovered illegal drugs left behind in the children's restroom on the first floor. Penny called the Ogdensburg City Police and turned the drugs over to the responding officer. Shortly thereafter, a woman came to collect the drugs on behalf of the person who had left them behind in the restroom. Penny referred the woman to the police department and has not seen her since. The patron who left the drugs has been identified by library staff after a review of the security tapes.

Adult Services Report:

Stephanie indicated a change to her written report: the number of adult items cataloged should be 93 books with 50 books circulated. She has not yet heard anything regarding the eRate phone bill application. She reported that participants in the art class really enjoyed the program.

Children's Services Report:

Dorian recently held a salt dough project for the kids; it was very messy but the kids enjoyed it. She has completed three class visits so far. Upcoming projects include making pet toys to support the SPCA, a Lego construction challenge, and crafts to construct bows and arrows, spinners, and slime. Family book club is next week and the kids will be writing poetry on two vintage typewriters.

Chairperson's Report:

None

Committee Reports:

- A. Building and Grounds: This year's construction grant will be going out to bid in July.
- B. Policy/Personnel: The Committee met in May immediately following the Board meeting to discuss the Executive Director's Agreement for 2017-2018. Modifications have been made and the proposed agreement was emailed to the rest of the Board for review.

Cathy and Penny will be meeting Friday morning to discuss the Agreement and goals for next year.

C. Finance: None

D. Programming: Next meeting is June 22.

Unfinished Business:

A. Long Range Plan Committee: Will meet in the near future.

B. Funding: No additional discussion beyond what Penny reported in her Director's report.

New Business:

A. Executive Director's Agreement for 2017-2018 will be discussed in executive session.

Executive Session:

Motion made by Matt Duprey, seconded by Cathy Piche to **enter executive session** at 6:57 pm to discuss the Executive Director's Agreement for 2017-2018. *Unanimous*

Motion made by Matt Duprey, seconded by Cathy Piche to **come out of executive session** at 7:02 pm. *Unanimous*

The meeting was adjourned at 7:03 pm.

Respectfully submitted,

Michelle McLagan, Secretary