

**Ogdensburg Public Library Board of Trustees Meeting**  
**June 18, 2019**  
**Minutes**

**Board:** Marc Boyer, Jim Fish, Michelle McLagan, Mary Margaret Small, Kathy Lawrence, Barbara McDonough, Ann Lesperance, Jane Pinkerton

**Board Absent:** Shelley Bond

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

**Staff Absent:** None

**Guests:** Robert Hennes (Hugh Johnson Advisors) and Mark Mashaw (Pinto, Mucenski, Hooper, Van House & Co.)

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

**Public Comments:** None

**Approval of Agenda:** Motion by Jim, seconded by Mary Margaret, to **approve the amended agenda.** *Unanimous*

**Guest Presentations:** Robert Hennes presented the Portfolio Review through May 31, 2019.

Mark Mashaw presented the Financial Statements for 2017 and 2018.

**Approval of Minutes:** Motion by Mary Margaret, seconded by Kathy to **approve the minutes from the previous meeting.** *Unanimous*

**Statistical and Financial Reports:** Financial reports for May were recently received from the City and Penny will forward them to the board by email. There were no unusual bills paid.

Motion by Jim, seconded by Barbara for **approval of bills paid in May.** *Unanimous*

**Director's Report:** The subcommittee met with the Remington last week. A bill for part of the construction grant work has been received. The cement has been poured, the retaining wall is in, and the steps are done. Penny presented the NCLS Central Library Budget which requires approval by both Ogdensburg and Watertown prior to NCLS board approval.

Motion by Mary Margaret, seconded by Kathy to **approve the Central Library Budget.** *Unanimous*

**Adult Services Report:** There were seven participants in the paper roses craft and other people asked for the instructions. The online version of the Journal is still interested in sharing library activities once the print version is gone.

**Children's Services Report:** Class visits are complete - four classes (100+ students) attended the library and Dorian visited four classes (100+ students) at school.

**Chairperson's Report:** None.

**Committee Reports:**

- A. Building and Grounds: None
- B. Policy/Personnel: The committee met with Penny to establish goals for the upcoming year; another meeting will be scheduled to review the revisions.
- C. Finance: Penny will ask for digital quarterly reports from Hugh Johnson and email them to the board for review.
- D. Community Advisory: None

**Executive Session:** None

**Unfinished Business:**

- A. Central Library Payroll: The payroll for CL has been set up with Paychex. The next step is to receive the money from NCLS. Transition will occur on July 1.
- B. Remington Loan: Discussion of the most recent sub-committee meeting with the museum sub-committee. Motion by Michelle, seconded by Mary Margaret to **table any further discussion or action regarding the Remington agreement until the state financial restructuring board provides its recommendations to the city.** *Passed with 6 in favor, 1 against, and 1 abstention.*  
Marc will notify Julie Cliff regarding the library's decision.

**New Business:**

- A. Athena Portfolio: Discussion regarding a change to the Athena Portfolio as recommended by Robert Hennes. Motion by Jim, seconded by Mary Margaret to **shift the portfolio to the Athena plan.** *Unanimous*  
Penny will notify Robert of the library's decision and request a snapshot of what the portfolio will look like.
- B. Penny would like to apply for a NYS construction grant to rehabilitate the inside walls and install a drainage system on the outside of the building. The grant will likely be a 50/50 match. Motion by Ann, seconded by Mary Margaret to **approve a NYS construction grant application.** *Unanimous*
- C. Mary Margaret presented information about continuing education opportunities through NYLA. Tuition is \$995 per person and the program begins in August and lasts for one year. Mary Margaret would help write a NNY Community Foundation Grant; other grants may be applied for through NNYLN. Motion by Mary Margaret, seconded by Jane to **allocate special funding through grants or the endowment to cover the cost for one or both staff librarians to participate in the Developing Leaders Program.** *Unanimous*

The meeting was adjourned at 8:03 pm.

Respectfully submitted,

Michelle McLagan, Secretary