

Ogdensburg Public Library Board of Trustees Meeting

June 26, 2020

Minutes

Board present via Zoom: Michelle McLagan, Ann Lesperance, Kathleen Lawrence, Shelley Bond, Marc Boyer, Cheryl Ladouceur, Barbara McDonough, Mary Margaret Small

Board excused: Jane Pinkerton

Staff present via Zoom: Penny Kerfien, Stephanie Young, Dorian Lenney-Wallace

The meeting was called to order at 6:05 p.m.

Approval of the agenda: Motion by Mary Margaret Small and seconded by Marc Boyer to approve the agenda. *Unanimous*

Approval of the minutes from June 2, 2020: Motion by Cheryl Ladouceur and seconded by Mary Margaret Small. Correction to board present on June 2, 2020: Jane Pinkerton was present. *Unanimous*

Approval of bills paid in April and May: Motion by Marc Boyer and seconded by Barbara McDonough to pay the bills in April and May. *Unanimous*

Director's report: The bid for work in the children's room was over budget and rejected. There are continuing discussions with the architect to take the project step by step beginning with asbestos abatement. There are no city financial reports as the city comptroller is behind. Director is constantly on the looking for sanitizing wipes. The first day of curbside service went well, with between 15-20 pickups. Press releases regarding curbside pick up were sent to local media outlets. The county libraries will be working together with similar goals and dates.

Librarians' reports:

- A. Adult services: A shipment of books has arrived, been processed, and listed on the website.
- B. Children/Youth services: Curbside crafts will be offered for pick up by reservation. Donations of consumable items are welcome; an email with a list will be sent to board members. An explanation of Hackathon was given. There has been good participation so far. Battle of the Books was cancelled for spring 2020.

Chairperson's report: The board chair attended a Central Library meeting in early June to discuss the status of the Ogdensburg Public Library as a co-central library. Because of the consistent decrease in funding over many years from the city of Ogdensburg, we will lose our Central Library status at the end of this calendar year, leaving the Flower Memorial Library in Watertown as the central library within the North Country Library System. This process will take time to complete; the timetable will be determined by the state.

Committee reports:

- A. Building and grounds: a meeting will be held on June 18, 2020 at 1 p.m. at the Ogdensburg Public Library

- B. Policy and Personnel: policies are currently in place for the gradual reopening as covered at the meeting of June 2, 2020. The committee will meet with the director to review and set goals.
- C. Finance: no report

Unfinished business:

- A. Central library funding: another meeting is planned
- B. Public relations: press releases sent regarding curbside service. A planning meeting will be held during the summer. The adult services librarian will attend the city council meeting on July 13, 2020 to give an update on curbside service.

New business:

- A. **Change in hours:** Beginning the week of June 15, the library will be open 44 hours per week. The schedule will be Monday through Friday, 9 a.m.-5 p.m. and Saturday 9 a.m.-1 p.m. Curbside pick up will be Tuesday morning, Thursday afternoon, and Saturday morning.

Anticipated executive session: none

Adjournment: Motion by Cheryl Ladouceur and seconded by Barbara McDonough to adjourn. *Unanimous.* The meeting was adjourned at 6:42 p.m.

The next meeting will be held on Tuesday, September 15, 2020 at 6 p.m.

Respectfully submitted,

Kathleen Lawrence, Secretary