

Ogdensburg Public Library
Board of Trustees Meeting via Zoom

September 15, 2020

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

Board excused/absent: Jane Pinkerton

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Call to order at 6:02 pm

Public comments: Steven Jellie, City Administrator called to excuse himself from his attendance. He did discuss some observations with Michelle McLagan during his phone call.

Approval of Agenda: Motion to approve the agenda made by Cheryl Ladouceur and seconded by Mary Margaret Small to approve. *Unanimous*

Disposition of Minutes from previous meeting: Motion to approve the minutes made by Mary Margaret Small and seconded by Cheryl Ladouceur to approve. *Unanimous*

Approval of bills paid: Motion by Cheryl Ladouceur and seconded by Barbara McDonough to approve the bills paid. Discussion followed regarding some of the amounts. Questions were answered. *Unanimous*

Director's report: Curbside is going well both in process and community use. The community is happy to be able to borrow library materials. Several people have applied for library cards, adding to the community members who already have cards. Mid October is being considered for opening to allow patrons to browse. This depends on the governor's guidelines and COVID-19 compliance within the community.

Librarians' Reports:

- A. Adult services- no report
- B. Children's services- The summer reading program had fewer participants than in the past, but those who participated read more books. There may be a winter reading program. Curbside crafts were well received, with approximately 25 requested each week. This may restart in October. Sign-up for in-person programs is slow. Music and movement currently takes place outside, with participants following the safety procedures.

Chairperson's Report: NCLS (North Country Library System) is facing some financial challenges. Moving to phase 2 opening will necessitate a new safety plan for the new services. Steven Jellie, City Administrator, advised that the library should plan to break with the city sooner than later. He also advised the library and the Remington Museum to continue discussions.

Committee Reports:

- A. Building and grounds- no report
- B. Policy and Personnel- The director is dealing with personnel changes due to position losses and retirements. Discussion to provide services with fewer employees and consideration in a change of hours. Current staff is working together to complete work and provide services to the community.

- C. Finance- meeting to discuss how best to carry out responsibilities. There is a need for a treasurer; a search is in process. A discussion regarding strategies and possible funding sources as the library separates financially from the city.

Friends of the Library Report: The Friends of the Library has been active in its support of the library. There have been two virtual book sales and assistance with other tasks, at the director's request. The Friends have organized a bookstore within the library. The Friends will continue to advocate for and support the library.

Unfinished business: The sub-committee dealing with the Remington Collection will request a meeting with the FRAM (Frederic Remington Art Museum) sub-committee to continue discussions regarding the Remington collection.

New business:

- A. The Great Give Back: The library will participate in this event to do good in the community. The director will contact the director of the Ogdensburg Neighborhood Center to arrange a collection for the food pantry. This will be completed by October 17, 2020.
- B. The Resolution to adopt Retention and Disposition Schedule for New York Local Government Records (LGS-1) moved by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*
- C. Be is resolved that Ann Lesperance, trustee on the board of the Ogdensburg Public Library, has been named to be a trustee on the Schwab account that is managed by Seaway Advisors. Motion by Cheryl Ladouceur and seconded by Mary Margaret Small. Discussion followed regarding the responsibilities of this position. *Unanimous*
- D. Motion to move \$30,000 from the Mahoney Account to the Mahoney Money Market account moved by Marc Boyer and seconded by Cheryl Ladouceur. *Unanimous*
- E. Discussion regarding the timing of the yearly payment to the FRAM from the Eva Remington bequest.
- F. There will be a board position to fill for the 2021-2016 term beginning January 1, 2021.

A motion to adjourn was made by Cheryl Ladouceur and seconded by Marc Boyer. Meeting was adjourned at 7:28 pm.

Respectfully submitted,

Kathleen Lawrence, Secretary