

Ogdensburg Public Library
Board of Trustees Meeting via Zoom

December 15, 2020

Board present: Michelle McLagan, Ann Lesperance, Kathleen Lawrence, Thomas Hannan, Marc Boyer, Shelley Bond, Cheryl Ladouceur, Barbara McDonough

Board absent: Jane Pinkerton, Mary Margaret Small

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Call to order: 6:01 pm

Public comments and guests: none

Approval of the agenda: Motion to approve the agenda was made by Marc Boyer and seconded by Cheryl Ladouceur. *Unanimous*

Disposition of Minutes from the previous meeting: Motion made by Cheryl Ladouceur and seconded by Barbara McDonough to approve the minutes from the November 2020 meeting. *Unanimous*

Financial and Statistical reports: Discussion of the possible expansion of the Little Libraries project.

Approval of bills paid: Motion to approve the bills paid in November was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

Director's report: In addition: thank you note from Ann Knowlton for the retirement gift given by the board, verbal thank you from the staff for holiday gift given by the board, discussion regarding circulation numbers in the pandemic situation. There is a slight decrease in books borrowed from the library; with increases in interlibrary loan requests and use of Overdrive (audio books). Month to month use comparisons will be tracked. Patrons are using the library consistently, averaging 29 people per daily three hour period when the library is available for browsing.

Librarians' reports: The children's librarian is applying for The Talking in Teaching grant from NCLS (North Country Library System) to promote early literacy. It will be educational for children and parents. She has also applied for the Stewart's Grant. Curbside crafts continue to be requested and used. In some cases, more were requested than were available, with about 30 being requested weekly. Some families are sharing photos of completed projects. This will be encouraged. A donation of craft materials was upcycled.

Chairperson's report: No report

Committee reports:

- A. Building/Grounds: No report
- B. Policy and Personnel: Met in early December to complete the director's annual evaluation.
- C. Finance: The budget is being revised now that the city budget has been approved, with a \$162,000 appropriation from the city to the Ogdensburg Public Library. The director and the treasurer will finalize the budget. Discussion regarding the best use of the skills of the treasurer.

Friends of the Library report: Next meeting is on 12/16. The Book store will be discussed. The Friends will be seeking a president and vice-president for the upcoming year.

Unfinished business:

- A. Workplace Violence Prevention Policy and Incident Report: A motion to accept the Workplace Violence Prevention Policy and Incident Report, as amended, was made by Kathleen Lawrence and seconded by Cheryl Ladouceur. *Unanimous*
- B. Payroll and Health Insurance: A discussion regarding remaining with the city for these services or taking them over in house. The director and the treasurer will meet and send recommendations to the board for review and further discussion, with a vote to take place on 12/22/20 at 6 pm via Zoom. A motion to table the decision on Payroll and Health Insurance until Tuesday, December 22, 2020 was made by Ann Lesperance and seconded by Cheryl Ladouceur. *Unanimous*

New business:

- A. Change of Board of Trustees meeting day for 2021. A motion to change the Board of Trustees monthly meeting from the third Tuesday of the month to the first Wednesday of the month beginning in January 2021, with the time remaining 6 pm, was made by Marc Boyer and seconded by Ann Lesperance. *Unanimous.*
- B. Slate of officers for 2021 will be presented for vote at the January 3, 2021 meeting.
- C. Trustees: The second term of Mary Margaret Small expires on December 31, 2020. A replacement will be sought through personal recommendation and public canvass. All recommendations should be directed to Board president, Michelle McLagan.

Thomas Hannan and Dorian Lenney-Wallace left the meeting at 7:20 pm

Anticipated executive session: A motion to enter executive session was made by Michelle McLagan and seconded by Marc Boyer at 7:20 pm. *Unanimous*

A motion to exit executive session was made by Michelle McLagan and seconded by Cheryl Ladouceur at 7:30 pm. *Unanimous*

Announcements: Thank you to Shelley Bond. A reminder on the meeting on 2/22/20 at 6 pm. Congratulations to Jane Pinkerton and Penny Kerfien.

Adjournment: A motion to adjourn was made by Michelle McLagan and seconded by Ann Lesperance at 7:34 pm. *Unanimous*

Respectfully submitted,

Kathleen Lawrence, Secretary