

Ogdensburg Public Library

Board of Trustees Meeting via Zoom or in person

November 17, 2020

Board present: Michelle McLagan (via Zoom), Ann Lesperance, Kathleen Lawrence (via Zoom), Marc Boyer, Shelley Bond (via Zoom), Thomas Hannan, Cheryl Ladouceur, Barbara McDonough, Jane Pinkerton (via Zoom)

Board absent: Mary Margaret Small

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Call to order: 6:02 pm

Public Comments and Guests:

Jackie Davison-Pinto, Mucenski, Hooper, Van House, and Co.

Mark Mashaw-Pinto, Mucenski, Hooper, Van House, and Co.

Amy Heebner- NYS Division of Library Development

Susan Mitchell- North Country Library System (NCLS)

Paulette Roes-North Country Library System (NCLS)

The yearly audit, including assets, deficits, and investments, was presented and discussed by Jackie Davison and Mark Mashaw; questions were answered.

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

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

Approval of bills paid: Motion to approve the bills paid in September and October was made by Ann Lesperance and seconded by Marc Boyer. *Unanimous*

Director's report: no additions

Librarians' reports: Because of COVID, in-person library programs are cancelled through the end of November.

Chairperson's report: no report

Committee reports:

- A. Building/grounds: The committee did a walk-through of the building. Listed projects are being worked on.
- B. Policy and personnel: Discussions continue regarding the transition of personnel from the city payroll to library payroll. Given the current financial situation, staffing levels were discussed. A joint meeting was held with finance.
- C. Finance: The committee reported on several meetings which addressed the payroll transition, bill paying transition, and budget and appropriations. JoEllen Murray has been hired to train the director to use Quickbooks record keeping and reporting. The treasurer will sit in on these sessions. Budget questions were addressed with Mr. Jellie, the Ogdensburg City Manager. There was a joint meeting with the Policy and Personnel Committee. The committee met to review operating plan options based on available finances.
- D. Remington Museum: no report

Friends of the Library Report: The 2021 membership drive is in progress and the initial response is strong. The FOL Book Store opened on November 12. The Virtual Booksale finished on November 13.

Unfinished business: Motion to table the approval of Workplace Violence Prevention Policy and Incident Report until December was made by Jane Pinkerton and seconded by Ann Lesperance.
Unanimous

New business:

- A. Complete payroll
- B. Health insurance plans for full-time staff are still being investigated.
- C. Nominations for board positions should be sent to Jane Pinkerton or Cheryl Ladouceur so a slate can be presented in December. Thus far, Michelle McLagan and Ann Lesperance have agreed to continue in their present positions. Mary Margaret Small is ending her second term at the end of 2020, so a replacement will be required. Recommendations should be sent to Michelle McLagan.
- D. Tax cap override: Motion to override the tax cap, if necessary, made by Marc Boyer and seconded by Barbara McDonough. Discussion followed. *Unanimous*
- E. Revised budget/plans of service. A revised budget will be presented to the city reflecting the proposed reductions.
- F. Susan Mitchell (NCLS) led a discussion regarding our financial relations with the City of Ogdensburg and how to move forward to continue providing excellent service to our patrons. She will assist in all aspects of the transition from city payroll to library payroll. She spoke with Mr. Jellie and explained the process of financial separation. The only way to dissolve a municipal library is by public vote. The library budget will need to be rewritten to reflect proposed reductions. Discussed service changes, presentation to city council, and advocacy for the library.

G. NYS Library Development-Amy Hebbner: She supported the stance of NCLS as our library transitions financially from the City of Ogdensburg.

A motion by Marc Boyer and seconded by Ann Lesperance to move into executive session at 7:53 pm. *Unanimous* Dorian Lenney-Wallace and Thomas Hannan are leaving the meeting.

A motion to move out of executive session made by Cheryl Ladouceur and seconded by Barbara McDonough at 8:12 pm. *Unanimous*

A motion to adjourn made by Cheryl Ladouceur and seconded by Ann Lesperance at 8:14 pm. *Unanimous*

Respectfully submitted,

Kathleen Lawrence, Secretary