

**Ogdensburg Public Library**  
**Board of Trustees Meeting via Zoom**  
**October 20, 2020**

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

**Board absent/ excused:** Marc Boyer

**Staff present:** Penny Kerfien, Dorian Lenney-Wallace

**Call to order:** 6:02 pm

**Public comments:** none

**Guests:** none

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

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

**Approval of bills paid:** Motion to table the approval of bills paid in September made by Mary Margaret Small and seconded by Cheryl Ladouceur. Financial reports were not provided from the city and internal reports were not provided due to staffing changes. *Unanimous*

**Director's report:** nothing to add. Discussion followed regarding the Make a Difference Day project. Opening the library to the public is going well; most people are following the procedures. Staff is making procedural changes as needed. Reception of grant money was acknowledged. A discussion of future projects and possible funding sources took place. There are three panic buttons in the library.

**Librarians' reports:**

Children's services-Programs are moving inside due to the weather. Users are following guidelines. Story hour is on Fridays. There will be movies in the auditorium twice a month. Curbside crafts continue. Purchasing will focus on non-fiction materials.

**Chairperson's report:** The chairperson attended workshops offered by NCLS (North Country Library System) on minimum standards and budget. She will attend the paid sick leave workshop next week.

**Committee reports:**

- A. Building/grounds: The committee toured the building with the maintenance worker to list necessary projects. These are being worked on.
- B. Policy and personnel: Discussion about the process of the transition of personnel from the city payroll to the library payroll. Guidance from outside sources will be requested as needed. Discussion of any city obligation to the library and clarify any services that the city can/ will provide and appreciation for those services provided in the past.

C. Finance: The committee nominated Thomas Hannan as treasurer of the Board of Trustees.

**Friends of the Library report:** The Friends of the Library are having a virtual book sale this fall. They have established a book shop within the library which will be managed, staffed, and maintained by Friends members on a volunteer basis. It will open in mid-November for six hours per week. The annual membership drive will begin in October.

**Unfinished business:** none

**New business:**

1. First review of the workplace violence policy in anticipation of passing the policy in November. All employees are up-to date with required trainings: Workplace Violence Prevention Program through the American Library Association, Cyber Security, and Sexual Harassment on October 6, 2020.
2. Motion by Cheryl Ladouceur and seconded by Barbara McDonough to accept the following dates when the library will be closed for 2021: January 1, January 18, February 15, April 2 afternoon, May 31, September 6, October 11, November 11, 25, 26, 27 and December 24, 25, 31. *Unanimous*
3. Motion by Cheryl Ladouceur and seconded by Ann Lesperance to approve Thomas Hannan as a non-voting volunteer treasurer for the Board of Trustees effective October 24, 2020 through December 31, 2024. *Unanimous*

**Executive session:** Motion made by Michelle McLagan and seconded by Cheryl Ladouceur at 7:35 pm to move into executive session to discuss potential litigation and employment of certain personnel. *Unanimous*

Motion made by Ann Lesperance and seconded by Barbara McDonough to end executive session at 7:55 pm. *Unanimous*

Motion by Cheryl Ladouceur and seconded by Jane Pinkerton to appoint Janice Sickler to part-time library clerk at \$12.58 per hour for 20 hours per week to begin October 13, 2020. *Passed. Mary Margaret Small abstained.*

Motion by Cheryl Ladouceur and seconded by Barbara McDonough to appoint Patricia Swan to part-time clerk at \$12.58 per hour for 12 hours per week effective October 13, 2020. *Passed. Mary Margaret Small abstained.*

Motion to adjourn at made by Cheryl Ladouceur and seconded by Mary Margaret Small. The meeting was adjourned at 7:59 pm *Unanimous*

Respectfully submitted,

Kathleen Lawrence, Secretary

