

Ogdensburg Public Library

Board of Trustees Meeting in person or via Zoom

January 6, 2021

Board present: Michelle McLagan, Ann Lesperance, Kathleen Lawrence, Thomas Hannan, Cheryl Ladouceur, Jane Pinkerton—all via Zoom—Marc Boyer, Barbara McDonough—both in the library

Board absent: none

Staff present: Penny Kerfien, Dorian Lenney-Wallace—in the library

Call to order: 6:00 pm

Public comments and guests: none

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

Disposition of the Minutes from the 12/15/2020 meeting: Motion by Ann Ladouceur and seconded by Cheryl Ladouceur to accept the minutes as corrected. *Unanimous*

Disposition of the Minutes from the 12/22/2020 meeting: Motion by Cheryl Ladouceur and seconded by Jane Pinkerton to approve the minutes from the 12/22/2020 meeting. *Unanimous*

Financial and Statistical Reports: Statistics not available at this time; will be on the report at the February meeting.

Approval of bills paid: Motion to approve the bills paid in December was made by Barbara McDonough and seconded by Marc Boyer. *Unanimous*

Director's report: In addition: A staff member is being trained to collect and collate statistics. There was a COVID scare, staff followed protocol, and the person in question tested negative. Curbside and browsing continue to be well used. People are glad to be back in the library. An Amazon wish list has been developed, and some wishes have been granted.

Librarian's report:

- A. The children's librarian had an interview with the Watertown Daily Times regarding the curbside crafts project. Non-fiction materials have been received and are available to borrow. Clear corn syrup is needed for an upcoming curbside craft project.

Chairperson's report: The transition of the library from the city financials is in progress. We are in search of two trustees for the new term. It has been advertised on the websites of the Ogdensburg Chamber of Commerce

and the Ogdensburg Public Library. Suggestion to add it to the Friends of the Ogdensburg Public Library facebook page. We also encourage personal referrals.

Committee reports:

- A. Building and grounds: no report
- B. Policy and Personnel: The director is looking at the sick leave policy.
- C. Finance: no report

Friends of the Library report: The Friends have the monthly meeting on January 13, 2020. They hope to present a slate of officers for the new term. They will also evaluate the status of the Book Store at that time, as it has been closed due to high COVID numbers. Memberships are arriving, with many renewals and some new members. The most recent newsletter was well received. The Friends group is sponsoring a hike at the Red Barn Preserve, Morristown, on January 9, 2020.

Unfinished business:

- A. Election of Officers

Motion to nominate Michelle McLagan as chairperson and Ann Lesperance as vice-chairperson was made by Cheryl Ladouceur and seconded by Kathleen Lawrence. *Unanimous*

Motion to elect Michelle McLagan as chairperson and Ann Lesperance as vice-chairperson was made by Cheryl Ladouceur and seconded by Jane Pinkerton. *Unanimous*

Appreciation for their dedication, reliability, and expertise was expressed.

New business:

- A. Conflict of Interest policy: please read, sign, and return to the library director to be kept on file.
- B. Ethics policy: please read, sign, and return to the library director to be kept on file
- C. Committee appointments: 1. Building and grounds: Marc Boyer (chair), Jane Pinkerton, and Barbara McDonough
2. Policy and Personnel: Michelle McLagan (chair), Kathleen Lawrence, Cheryl Ladouceur
3. Finance: Thomas Hannan (chair), Ann Lesperance, two vacancies

Any other member of the board is welcome to sit-in on committee meetings. The director attends most committee meetings, as well.

- D. Oath of Office: Ann Lesperance will need to contact the Ogdensburg City Clerk to take the oath of office within thirty days.

Announcements: Appreciation to Penny Kerfien for her continued dedication to the library and its patrons. The director and the treasurer will meet to lay groundwork for a referendum vote. This will be followed by a meeting of the finance committee for further planning.

Thank you to Mary Margaret Small and Shelley Bond for their years of dedicated service to the Board of Trustees of the Ogdensburg Public Library.

Adjournment: Motion to adjourn was made by Cheryl Ladouceur and seconded by Ann Lesperance at 6:58 pm. *Unanimous*

Respectfully submitted,

Kathleen Lawrence,

Secretary