

**Ogdensburg Public Library**

**Board of Trustees Meeting**

**In the library or via Zoom**

**April 7, 2021**

**Board present:** Michelle McLagan, Kathleen Lawrence, Marc Boyer, Barbara McDonough, Jane Pinkerton

**Board absent:** Ann Lesperance, Cheryl Ladouceur, and Tom Hannan, treasurer

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

**Call to order:** at 6:00 pm

**Public comments and guests:** none

**Approval of the agenda:** Motion to approve the agenda for April 7, 2021 was made by Marc Boyer and seconded by Barbara McDonough. *Unanimous*

**Disposition of the minutes:** Motion to accept the minutes of the March 3, 2021 minutes was made by Barbara McDonough and seconded by Marc Boyer. *Unanimous*

**Statistical and financial reports:** Motion to approve the bills paid in March was made by Marc Boyer and seconded by Barbara McDonough. *Unanimous*

**Director's report:** In addition to the construction mentioned in the report, there will also be new window wells. The Amazon Wish List has been successful and generous. People have donated \$1,417.38 in a variety of items, including books, craft items, hand sanitizer, paper towels, and supplies. These donations are updated on the Facebook page and bookplates are put in the books to acknowledge the gift. Fishing equipment will soon be ready to borrow, thanks to a grant from Senator Patty Ritchie.

**Librarian's report:**

- A. The summer reading program will have an animal theme and will last for eight weeks over the summer. Volunteers will be needed to monitor the story walk during the busier weeks.

**Chairperson's report:** NCLS (North Country Library System) is undergoing some staffing changes, so they are taking the time to evaluate and adjust to the changes. The status quo is being maintained for now; the proposed fees have been put on hold and will be re-evaluated.

**Committee reports:**

- A. Building and grounds: no report
- B. Policy and personnel: met on April 1, 2021.

C. Finance: no report

**Friends of the Library report:** The Friends continue to support the referendum effort both financially and in manpower. The virtual book sale ends on April 9, 2021. The response has been good, with more bags ordered than the last sale. The next Friends meeting is on April 14, 2021 at 4 pm via Zoom.

Unfinished business:

- A. Referendum: Every trustee is asked to write a letter to the editor following trustee guidelines. The lawn sign and letter campaign is positive. The phone bank will need volunteers for the May calls.

**New business:**

- A. NNYCF (Northern New York Community Foundation): Our representative from the NNYCF will be invited to the June meeting to discuss fundraising strategies. The finance committee will work with Penny to collect and formulate questions before the meeting. The idea discussed in the director's report will be pursued.
- B. The library will fully open on May 3, 2021. This will be 35 hours per week for the public as well as allowing the staff time to clean the library before and after the public hours. All media sources will be checked for consistency. Motion to fully open the library on May 3, 2021 was made by Marc Boyer and seconded by Jane Pinkerton. *Unanimous*

**Anticipated executive session:** Motion to move into executive session at 6:44 pm for discussion regarding the employment history of an individual was made by Marc Boyer and seconded by Kathleen Lawrence. *Unanimous*

Motion to leave executive session at 7:11 pm was made by Michelle McLagan and seconded by Marc Boyer. *Unanimous*

Motion to accept the sexual harassment investigation document and forward this document by April 9, 2021 to the manager of the city of Ogdensburg for resolution was made by Michelle McLagan and seconded by Marc Boyer. *Unanimous*

**Announcements:** Board of Trustees meeting: May 5, 2021; Friends of the OPL meeting: April 14, 2021; referendum meetings: April 9, April 23, May 1, or as needed.

**Adjournment:** Motion to adjourn at 7:19 pm was made by Marc Boyer and seconded by Jane Pinkerton. *Unanimous*

Respectfully submitted,

Kathleen Lawrence, secretary