

Ogdensburg Public Library

Board of Trustees Meeting

In the library or via Zoom

May 5, 2021

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

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Call to order: at 6:02 pm

Public comments and guests: Julia Frazier-Gebo, Jana Norris

Julia Frazier-Gebo, a library patron and staff member thanked the library Board of Trustees for the strong, continuing support of the library staff and director.

Approval of the agenda: Motion to approve the agenda for May 5, 2021 was made by Cheryl Ladouceur and seconded by Ann Lesperance. *Unanimous*

Disposition of the minutes: Motion to accept the minutes of the April 7, 2021 meeting, as corrected, was made by Barbara McDonough and seconded by Marc Boyer. *Unanimous*

Statistical and financial reports: Motion to approve the bills paid in April was made by Cheryl Ladouceur and seconded by Ann Lesperance. *Unanimous*

Discussed the acknowledgement of bills paid to the city. It was stated that reports from the city are often not delivered in a timely fashion.

Director's report: Additions to the report include a notice from Assemblyman Walczyk's office regarding Bullet Aid. Specific details will follow so that we can participate if the aid becomes available. A local man, Matt Shoen, advised the board chairperson of grants available through the Preservation League of New York <https://www.preservenys.org/preserve-new-york>. The Preservation League of New York provides grants to help support the preservation of buildings/surveys of cultural landscapes. The grants are generous and only require a 20% match from the applicant. The cycle is closed for 2021, but we can investigate for 2022. We will apply for the New York State Construction Grant in 2021 for approval in 2022. The Building and Grounds committee will compile a list of possible projects for these grants. The Board will begin to compile a list of grants which will benefit the library. The annual fire inspection will be on May 10, 2021. It was suggested that the vents be cleaned.

Librarian's report:

- A. Additions to the report include the distribution of the summer reading program information through the Ogdensburg City School District. The Youth librarian listed the

school outreach appointments and discussed school visits to the library. Letters/drawings from a first-grade class at Kennedy Elementary were shared with the group. These showed why the children liked the library. As a thank you, the class received bookmarks and stickers about the summer reading program. This was shared on Facebook. There will be an E-sports tournament for teens. Our story walks will be included on a system-wide map. The Youth librarian will reach out to the Recreation Director and request that the library programs (Story Walks and crafts) be included on the city recreation department calendar and discuss other ways that the library can support the city's youth. Cam's Pizza restaurant may help with a reading program. There are 30 second book talks where readers of all ages can review a book they have read. The library has a YouTube channel.

Chairperson's report: NCLS (North Country Library System) is undergoing some changes. Member service fees are on hold, for the time being. The contract with SIRSI is up in two years. A committee will form to evaluate options and costs. Baker and Taylor has a buy back program for weeded material. There is a yearly fee for some the extra services, some substitutions and additions may apply. The NCLS board will discuss this. The ILS (Integrated Library System) may be changed, options are being considered, and any transition will take time. Wordpress extension and access through Drupal is valid through the end of 2021. There is an opportunity for board members to ask questions of NCLS staff through a Zoom meeting, Coffee with a Consultant on May 5 or May 6. One trustee term ends at the end of 2021.

Committee reports:

- A. Building and grounds: The committee will investigate the best way to clean the vents. Cleaning the porch was discussed. Book drop boxes were discussed; there are two to assure accessibility. We will pursue having the large one repainted. There was further discussion of available grants for various projects and the need to prioritize these.
- B. Policy and Personnel: no report
- C. Finance: plan to meet before the June board meeting regarding the NNYCF (Northern New York Community Foundation) and our endowment.

Friends of the Library report: The Friends have been instrumental in supporting the May 18,2021 referendum. They will participate in the City-wide garage sales on May 28. The Friends Book Store will re-open on Wednesday, June 2, 2021.

Unfinished business:

- A. Referendum update: The committee has worked hard to get consistent information about the many aspects of the library. This is through yard signs, radio ads, letters to the editor in the Watertown Daily Times, North Country Now, and North Country This Week, including one from Jeremy Johannesen, the executive director of NYLA (New York Library Association), YouTube videos, posters, a mailing, and talking to friends and neighbors. Questions are directed to Penny. Many people are supporting the library

and most of the feedback has been positive. The phone bank volunteers will make their calls May 14-May 16, 2021 reminding people to vote on May 18.

New business:

- A. NNYCF assistant director, Max DeSignore, will attend the June 2 meeting to discuss the endowment. So that Mr. DeSignore to prepare, please send any questions to the library director, so they can be forwarded.
- B. The library website needs to be reviewed and updated, where necessary.
- C. Policy and personnel will review the Operating Policy manual and suggest any necessary changes, which will be presented to the full board at a later date.
- D. There should be a by-law review in 2022.

Anticipated executive session: Motion to enter executive session for discussion regarding proposed, pending, or current litigation at 7:36 pm was made by Michelle McLagan and seconded by Marc Boyer. *Unanimous*

Ann Lesperance recused herself from executive session.

Motion to leave executive session at 8:29 pm was made by Michelle McLagan and seconded by Jane Pinkerton. *Unanimous*

Motion to hold a special meeting on May 19, 2021 at 6 pm in the library or via Zoom was made by Marc Boyer and seconded by Cheryl Ladouceur. *Unanimous*

Adjournment: Motion to adjourn at 8:30 pm was made by Cheryl Ladouceur and seconded by Jane Pinkerton. *Unanimous*

Announcements:

- A. Friends of the Library meeting: May 14 at 4 pm in the library
- B. Referendum vote: May 18, 2021 OFA Golden Dome
- C. Special meeting: May 19, 2021 in the library or via Zoom
- D. Regular meeting: June 2, 2021

Respectfully submitted,

Kathleen Lawrence, Secretary