

Ogdensburg Public Library

Board of Trustees Meeting

August 4, 2021

6:00 pm

Board present: Michelle McLagan, Marc Boyer, Kathleen Lawrence, Thomas Hannan, James Amo, Cheryl Ladouceur, Christopher Lalone, Barbara McDonough, Jane Pinkerton

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Guests present: Mark Mashaw, auditor from Pinto-Mucenski-Hooper VanHouse and Co., Michael Gebo, Ann Lesperance

The meeting was called to order at 6:02 pm.

Public comments: Mark Mashaw reviewed the audit for the years ending December 31, 2019 and December 31, 2020. The audit was presented complete, in draft form, pending text proofreading. The audit was found to be clean, with no problems noted. It was suggested that there be a second signer on all checks. The director thanked Mark and Jackie for their hard work in completing the audit.

Ann Lesperance reported on the proposed matching campaign in cooperation with the Northern New York Community Foundation (NNYFC). As requested by the Board in July, there was a meeting with Max DeSignore (NNYCF), Penny Kerfien, and Ann to discuss the steps in moving forward with the matching grant campaign to increase our endowment. She reviewed the steps involved and a possible timeline. Though we are applying late, and there is no guarantee of matching, we will go forward with the endowment campaign. Max will help the library board through the process. It is known that the Friends of the Ogdensburg Public Library will participate. It is suggested that each member of the board also contribute to the endowment to show commitment to the campaign. The tentative plan is for a three-year campaign with an end goal of \$50,000. Ann went on to talk about the NNYCF and its services, including the multiple benefits to donors and to the library. This campaign is about a plan for the future. We will discuss details at future meetings.

Welcome and introduction of trustees: As we welcome new trustees, we all took time to introduce ourselves.

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

Disposition of the minutes: Motion to approve the July minutes, with the addition of a line for guest attendance, was made by Michelle McLagan and seconded by Cheryl Ladouceur. *Unanimous*

Financial and statistical reports: Motion to approve the bills paid in July was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

There is no financial report from the city as yet, these numbers will be filled in the financial report when they arrive. It is difficult to have accurate circulation statistics because of the early meeting date. Going forward, the circulation report will be for the previous month, ie. July report in August. There is a system-wide problem with the Workflows system which may affect our circulation numbers. This is being explored by the North Country Library System (NCLS). When this contract with Workflows expires, a new vendor may be selected. The Overdrive and Ancestry statistics come from NCLS.

Director's report: Additions to the report include difficulty with the elevator; a new part has been ordered and must be installed. Begin to think about forming a strategic planning. Penny will be on vacation from 9/17/21 through 9/25/21.

Librarian's report

- A. Children's librarian: Additions include: the Ogdensburg Boys and Girls Club will continue to visit the library in August. There has been some vandalism on the book walk. Curbside crafts are more popular on the weeks with book walks, so for next year, extra craft items will be ordered. Programs have been held outside; attendance is about par from previous years. Outdoor programs have been moved from the back of the library to the front, which has increased attendance, as passersby have stopped in. Storytime will begin again, on Thursdays.

Chairperson's report: NCLS offered two workshops on strategic planning in July. As our strategic plan needs to be reviewed and updated, we will begin this process in fall. There is an Overdrive meeting on August 5, 2021 to discuss the budget for this service. Overdrive is the e-book service administered by NCLS, to which all member libraries belong. The chairperson explained the service, which Ogdensburg joined in 2011. It is well-used by the patrons but is costly.

Committee reports:

- A. Building and grounds: no report
- B. Policy and Personnel: Discussed the New York Hero Act, which our attorney advises us to adopt. P/P will review, send to the rest of the Board for approval at the September 2021 meeting. Strategic planning will begin after the September meeting.
- C. Finance: The titles and the signature cards on the accounts at Community Bank were updated.

Friends of the Library report: The Friends are planning to update the book return drop. The bookstore now uses the interactive program Sign-up.com for scheduling workers. There will be advertisements in The Journal for the bookstore. Activities for 2022 are being planned, focusing on larger programs that will be financial successes. The next meeting is 8/11/21.

Unfinished business: none

New business:

- A. NYS Hero Plan-will be discussed and voted on in September
- B. Audit is complete.
- C. 2022 budget is a work in progress.
- D. We received “No Smoking” signs from the Seaway Valley Prevention Council. They will go on posts once the positioning is decided.
- E. Workflows circulation system has a problem, which is being investigated. When the contract is up, other vendors will be considered.
- F. Michelle McLagan appointed Ann Lesperance as liaison from the Friends of OPL to the Board of Trustees.
- G. Michelle McLagan said that Thomas Hannan, in his role as treasurer, is the chair of the Finance Committee. She appointed Christopher Lalone to the finance committee. She also appointed James Amo to the Building and Grounds committee.

Motion to adjourn at 7:41 pm was made by Cheryl Ladouceur and seconded by Marc Boyer.

Unanimous

Announcements:

- A. Friends of the Library meeting on August 11, 2021 at 4 pm in the library auditorium.
- B. Board of Trustees meeting on September 1, 2021 in the library auditorium.

Respectfully submitted,

Kathleen Lawrence, Secretary