

Ogdensburg Public Library

Board of Trustees Meeting

November 3, 2021

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

Board excused: James Amo, Loretta Cooke, Christopher Lalone

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Guests: Ann Lesperance, Sheila Monnet

The meeting was called to order at 6:01 pm

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

Public comments: none

Disposition of the October minutes: Motion to approve the October minutes was made by Cheryl Ladouceur and seconded by Marc Boyer. *Motion passed: 5 yes votes and 1 abstained*

Statistical and financial reports: There was one question regarding acquisitions, which was answered.

Motion to approve the bills paid in September was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

Motion to approve the bills paid in October was made by Barbara McDonough and seconded by Cheryl Ladouceur. *Unanimous*

Director's report: Additions to the report include:

Motion to approve dates the library will be closed in 2022: January 1, January 17, February 21, the afternoon of April 15, May 30, July 4, September 5, October 10, November 11, November 24, November 25, December 24, December 25, December 26, and December 31 was made by Marc Boyer and seconded by Cheryl Ladouceur. *Unanimous*

There was further discussion of the budget, citing the need for further clarification regarding retiree health insurance and retirement. There is a meeting planned between the director and the city comptroller on November 4 to finalize this. We will vote on the budget in December.

The system for payment through the school district is in place.

There will be a joint meeting of the Board of Trustees and the Northern New York Community Foundation committee on November 9, 2021. A zoom link will be provided.

Assemblyman Mark Walczyk visited the library on October 26. While here, he said that there will be money coming from New York State for new ceiling tiles.

Children and Youth Services Report: Additions to the report include a successful Halloween party with many families and several volunteers. A scheduled class visit has been rescheduled, due to COVID within the class. The crafts for Kiwanis have been well-received and will continue. A family has donated money in memory of their sister for materials focusing on inclusivity, to include books and sensory materials. Shelves have been built to house the materials. An application is being made to acquire Braille Lego bricks and the training which will train the librarian on their use. Both the Board Chair and the library director expressed their appreciation of the children and youth services librarian, citing her creativity and flexibility.

Committee and Friends of OPL reports:

- A. Building and grounds: no report
- B. Policy and personnel: The committee will conduct the director's annual performance review in November and will present this to the board in December in executive session.
- C. Finance: There was discussion regarding financial support from the city, which has taken away all funding, yet is attempting to control who is on the board. The appointment is by the mayor as per NYS Education Law. The library has not been invited to present to the city council in a budget session this year.
Motion to authorize the finance committee to have a discussion with city administration was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*
- D. Northern New York Community Foundation: Ann Lesperance, chair. The endowment committee met recently and had many questions; the committee needs board direction to answer the questions. Some questions will be directed to the NNYCF staff. There will be a joint meeting of the endowment committee and the board on November 9. Policies are available. 100% board participation is necessary. Options for participation were mentioned. The endowment committee will meet again on November 17.
- E. Friends of the Library: The membership drive is happening October through December. The goal is to increase membership by 25 members. The book sale had a profit of just over \$1,000.00, even though there were fewer hours than in the past. It generated more activity in the bookstore, as well. The Friends donated \$1,000.00 to the library in October. Friends' minutes are found on the Friends section of the OPL website.

Unfinished business:

- A. The budget vote will happen in December pending new figures.
- B. Nominating committee: The committee presented the names of Marc Boyer for chairperson and Michelle McLagan for vice-chairperson beginning in 2022. The vote will take place in December.

Strategic Planning: Please read the packet "A Library Board's Practical Guide to Strategic Planning" by the December meeting. The director and each committee will participate in formulating the plan.

New business: Motion by Marc Boyer and seconded by Jane Pinkerton to require each board member to complete twelve hours of training per calendar year beginning in 2022 and to supply the library director with a certificate of attendance and a written response as to how each training will benefit the OPL, which will be kept on file. *Unanimous*

Anticipated executive session regarding personnel and proposed, pending, or current litigation:

Motion by Cheryl Ladouceur and seconded by Marc Boyer to move into executive session at 6:58 pm.

Unanimous

Motion by Cheryl Ladouceur and seconded by Kathleen Lawrence to leave executive session at 7:48 pm.

Unanimous

Announcements:

Bookstore is open Wednesdays from 4-6 pm; Thursdays and Fridays from 2-4 pm

Joint board and endowment committee meeting- November 9 at 6 pm

Friends of the Library- November 10 at 4 pm

NNYCF endowment committee-November 17

Board of Trustees- December 1 at 6 pm

Motion to adjourn at 7:49 by Cheryl Ladouceur and seconded by Kathleen Lawrence. *Unanimous*

Respectfully submitted.

Kathleen Lawrence, Secretary