

Ogdensburg Public Library

Board of Trustees Meeting

December 1, 2021

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

Board excused: Thomas Hannan, James Amo, Christopher Lalone

Board unexcused: Loretta Cooke

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Guests: Michael Gebo

The meeting was called to order at 6:00 pm

Approval of the December agenda: Motion to approve the December agenda was made by Barbara McDonough and seconded by Kathleen Lawrence. *Unanimous*

Public comments: none

Disposition of the November minutes: Motion to approve the minutes of the November 3, 2021 meeting, as corrected, was made by Barbara McDonough and seconded by Marc Boyer. *Unanimous*

Motion to approve the minutes of the November 9, 2021 special meeting was made by Barbara McDonough and seconded by Marc Boyer. *Unanimous*

Statistical and financial reports: It was reported that numbers from the city were not available at the time of the report. The first payment from the Ogdensburg City School District was received. The payment will be distributed in thirds.

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

Director's report: Additions to the report include the need to hire a library clerk due to a resignation. The director is working with St. Lawrence County Civil Service to access the list for prospective candidates. According to Angela Gray, city comptroller, the city will make the bond payment and the accompanying interest payment for 2022.

Children and Youth Services report: Additions to the report include two grant applications which are in process: one through the North Country Library System for the story walk, and a second one through Stewart's Corporation.

Chairperson's report: no report

Committee and Friends' of the Library reports:

- A. Building and grounds: no report
- B. Policy and personnel: The committee met on November 17, 2021 to complete the 2021 performance evaluation of the director. We discussed the director's part of the strategic plan.

- C. Finance: There was a plan to meet with Angela Gray, the city comptroller. The director did meet with her. On November 17, the finance committee met with the full board to answer questions related to the matching grant for the endowment with the Northern New York Community Foundation. Cheryl Ladouceur will be the co-chair of the finance committee, and Christopher Lalone is named secretary of the finance committee. A discussion ensued regarding the importance of attending all scheduled board meetings and committee meetings, when appropriate. Attendance is needed to hear current information, discuss issues, and vote. Agreeing to serve on the board and its committees requires commitment.
- D. Northern New York Community Foundation: The report, as distributed to board members, was further discussed. Various formats for the open house are being considered. 100% participation by the board is expected.
- E. Friends of the Library: Additions to the report include the willingness of a member of the Friends to sponsor or help sponsor a new bench for the front porch.

Unfinished business:

- A. Budget: The city will pay the bond and its interest for 2022. Any adjustments will be taken care of in January of 2023. The director's salary will be \$65,000.00 for 2022. No endowment withdrawal will be required this year. The director and the bookkeeper will begin to do a monthly breakout in 2022.

Motion to approve the final draft of the 2022 budget was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

- B. Election of Board Officers: Motion to approve Marc Boyer as chairperson and Michelle McLagan as vice-chairperson was made by Cheryl Ladouceur and seconded by Marc Boyer. *Unanimous*
- C. Gifts for staff: a reminder for all board members to contribute for the annual gift. Contributions are now collected by the chairperson.

Strategic planning: The director has begun her portion of the strategic planning process. The board will begin their portion in the new year.

New business: Motion to close the library at 1:00 pm on Thursday, December 23, 2021 for a staff party paid for by a library benefactor was made by Cheryl Ladouceur and seconded by Marc Boyer. *Unanimous*

Thank you to Jane Pinkerton for her years of board service. Thank you to Penny Kerfien for her dedication and hard work through this past year.

Announcements:

Friends of the Library meeting on December 8 at 4 pm in the library

NNYCF Endowment committee meeting on December 14 at 5:45 in the library

Board of Trustees meeting on January 5 at 6 pm in the library

Motion to adjourn at 6:50 pm was made by Mard Boyer and seconded by Cheryl Ladouceur. *Unanimous*
Respectfully submitted,

Kathleen Lawrence, Secretary