

Ogdensburg Public Library

Board of Trustees Meeting

June 1, 2022

Board present: Marc Boyer, Michelle McLagan, Kathleen Lawrence, Thomas Hannan, Mark Demers, Connie Jenkins, Cheryl Ladouceur, Christopher Lalone, Barbara McDonough

Board excused: Karlyen Manke

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Guests: Ann Lesperance, Michael Gebo

The meeting was called to order at 6:00 pm

Approval of the June 1, 2022 agenda: Motion to approve the June 1, 2022 agenda was made by Marc Boyer and seconded by Barbara McDonough. *Unanimous*

Public comments: none

Disposition of the May 4, 2022 minutes: Motion to approve the May 2022 minutes was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

It was brought to the attention of the Board of Trustees that the letter from Cynthia Layng, which was read during the public comment time at the May 2022 meeting, was not posted with the other Board information. It will be posted to the Ogdensburg Public Library website with the other Board of Trustees information, as per Open Meeting Law.

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

A discussion followed regarding the Preserve New York Grant as it applies to our historical building. This is a lengthy application and is time sensitive. The question was posed as to whether there is a grant committee. Currently, the finance and building and grounds committees work together. Any board member is welcome to bring grant suggestions to the board for consideration. Questions regarding the money market account were answered. There were several fundraising ideas. The Board is limited by law to the kinds of fundraising it can do. These ideas are better presented to the Friends of the Library, for best ways to see how they can best work. There was a request for the total salary and benefits. A discussion regarding the lag in reports; often reports arrive after the meeting, so are reviewed at the next meeting.

Director's report: Additions to the report include the arrest of a local person for doing drugs on the library porch. A discussion of the homeless in the city and its impact on the library ensued. Many of the staff have completed Narcan training. The director will reach out to the county requesting training for the staff members who request it. There was discussion of the cost of additional security cameras; this will be investigated. The request from the Remington Museum for trustee emails for the purpose of participating in a survey was agreeable to all. Small Fry Nursery School held its graduation on June 1, 2022. More than 95 people attended this event.

Children's and Youth Services report: Additions to the report include the cancellation of the three classroom visits which were scheduled for June. The librarian will make classroom visits to two of these classrooms. In addition, a BOCES class will visit the library on June 2, 2022. The librarian expressed her gratitude for the coverage of library programs: story walk, story hour, and music and movement.

Chairperson's report: No report

Committee and Friends of OPL reports:

- A. Building and grounds: no report A question was asked how often the committee meets. It meets as needed. It was stated that the committee recently completed a report with suggestions for needs and improvements, (found in the March 2022 minutes).
- B. Policy and personnel: no report
- C. Finance: We are waiting for an update on our investments. The representative reports on the account regularly, usually twice per year. A finance meeting will be planned.
- D. Northern New York Community Foundation: The committee met on May 18 to review progress and plan the next steps. The balance as of our quarterly statement, March 31, 2022 was misstated as \$27,468.50 at the last board meeting; that is the amount accumulated with the NNYCF campaign. Our account includes the initial \$5000.00 and accrued earnings. Our actual total invested was \$33,681.84. The next meeting will be planned after the receipt of the 2nd quarter report.
- E. Friends of OPL: The last meeting was held on May 11, 2022. There is a membership of 122. A Family Game Day is planned for June 4 in Library Park. Funds were approved for the ADK museum, the summer reading program, and the purchase of plastic bags. The Book store committee met on May 25. It was agreed to add a Tuesday morning shift beginning on June 7, from 10:30 am-12:30 pm. This correlates with the Music and Movement program.

Old business:

- A. Last month the Videotaping and Photography policy was introduced. It was reviewed by our attorney to assure correct legal language. Motion to approve the Videotaping and Photography Policy was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*
- B. By-law modifications. After additional changes, a motion was made by Michelle McLagan and seconded by Cheryl Ladouceur to accept the changes to the By-laws. Boyer, McLagan, Lawrence, Jenkins, Ladouceur, and McDonough voted in favor. Demers and Lalone opposed. *Motion carried.*

Strategic Planning: in progress

New business:

- A. Mark Demers was appointed to the Building and Grounds committee to fill a vacancy.
- B. There was a comment regarding the library in the May 9, 2022 City Council meeting minutes. There is misinformation in the comment which needs clarification. Marc Boyer will send a letter to the city manager requesting this. We would like to work together, with the city staff, for the betterment of all. The reference to the library's union staff being unwilling to work certain hours is untrue and has nothing to do with the union members refusing to work, quite the

contrary. A discussion followed regarding the open hours. The hours the library is open have been researched as per visit counts. Currently, the library hours reflect the most popular usage times. Use of libraries has changed over the years. There are activities during the day for small children; adults use the library during daytime hours for business that needs to be conducted during business hours. This includes, but is not limited to, job searches and the like. Many take advantage of the wi-fi, which available 24 hours a day.

General comments: A positive comment about the board package. Please check the board mailbox.

Motion to adjourn at 7:55 pm was made by Barbara McDonough and seconded by Mark Demers.

Unanimous

Kathleen Lawrence,

Secretary

Announcements:

June 4, 2022: Games in the Park 1-3 pm

June 8, 2022: Friends of OPL 4 pm in the auditorium

July 6, 2022: Board of Trustees, 6 pm in the auditorium

Friends of the Library Book store hours: Tuesdays 10:30 am-12:30 pm; Wednesdays 4-6 pm; Thursdays and Fridays 2-4 pm