

Ogdensburg Public Library

# AGENDA – BOARD OF TRUSTEES

Wednesday 6:00 P.M.  
September 7, 2022  
At the Library

1. Call to Order
2. Approval of September Agenda
3. Public Comments, Introductions and Guests
4. *Disposition of Minutes of Previous Meeting (August)*
5. Statistical Report, Financial Reports and *Approval of Bills Paid in August*
6. Director's Report
7. Children's and Youth Services Report - Dorian
8. Chairman's Report
9. Committee and Friends Reports
  - A. Building and Grounds
  - B. Policy/Personnel
  - C. Finance
  - D. Northern New York Community Foundation
  - E. Friends of the Library
10. Old Business
  - A. Discussion on requests for information
  - B. Formation of Ad hoc Program Committee
11. Strategic Planning
12. New Business
  - A. Director evaluation discussion
13. *Anticipated Executive Session*
  - A. *Discussion regarding proposed, pending, or current litigation.*
14. Adjournment

*Action items appear in italics*

**Ogdensburg Public Library**

**Board of Trustees Meeting**

**August 3, 2022**

**Board present:** Marc Boyer, Michelle McLagan, Kathleen Lawrence, Thomas Hannan, Cheryl Ladouceur, Christopher Lalone, Karlyen Manke, Barbara McDonough

**Board excused:** Mark Demers, Connie Jenkins

**Staff present:** Penny Kerfien, Dorian Lenney-Wallace

**Guests:** Mark Mashaw from Pinto, Mucenski, Hooper, VanHouse, and Company; Ann Lesperance

The meeting was called to order at 6 pm.

**Approval of the August 3, 2022 agenda:** Motion to approve the August 3, 2022 agenda was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

**Public comments:** Mark Mashaw of Pinto, Mucenski, Hooper, VanHouse and Company was present to present the annual review. This was a clean review, healthier this year than last year. It was stated that we have good diversity of investments and greater assets, which is setting a positive trend. More stable funding though the school district ballot is a positive. Of course, the investments will be influenced by the market. It was a positive review.

Motion to approve the annual review was made by Karlyen Manke and seconded by Barbara McDonough. *Unanimous*

**Disposition of the July 6,2022 minutes:** Motion to approve the July 6,2022 minutes was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

**Statistical and financial reports:** Motion to approve the bills paid in July was made by Michelle McLagan and seconded by Barbara McDonough. *Unanimous*

A discussion followed regarding the recent repair of the inside elevator, and the need to replace the hot water heater, which happened today.

**Director's report:** Additions include the recommendation by the Ogdensburg Fire Department to purchase a KnoxBox for a cost of \$459.00. This is a lock box, which would give the fire department access to the building in an emergency. The director will research and decide.

**Children's and Youth Services report:** Additions include the completion of the Doyle order. This is a fund dedicated to purchasing books and material to increase diversity and handicap awareness. The participation numbers in the story walks and take home crafts are strong. The Wednesday crafts in the park are mostly walk overs.

**Committee and Friends of the Library reports:**

- A. Building and grounds: no report
- B. Policy and personnel: policy discussion and vote under new business
- C. Finance: no report

- D. Northern New York Community Foundation: During the second quarter we received thirteen additional donations in the amount of \$2,629.34. With the market downturn, our balance has decreased by about \$1,200.00. There is a visual display in the library illustrating the campaign's progress. A committee meeting will be planned.
- E. Friends of the Library: The last meeting was July 13; the next is August 10. Membership has increased to 133 members. The Friends are amid a quilt raffle, planning for the rain gutter regatta, the book club celebration, and the fall book sale. The Friends are planning to conduct a community survey with a target date of October. There is a new Little Free Library at the Ogdensburg Farmer's Craft and Art Market, which had its debut at the end of July. The Friends approved funds for an updated security system and for other program costs.

**Old business:** A discussion of the situation of the unhoused population in Ogdensburg. There are plans by the chief of police to form a community committee to address this issue. The director has volunteered to be part of this committee.

**Strategic planning:** no report

**New business:**

- A. The library is supporting the Ogdensburg History Museum by donating furniture, lending materials, and resources. The director is on the museum board of directors.
- B. A discussion of current library fine procedures. The North Country Library System has voted to remove bills from patron records over six years. Motion to forgive the fines which are more than six years old was made by Michelle McLagan and seconded by Christopher Lalone.  
*Unanimous*
- C. Motion to approve the FOIL policy was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous* The only change was in the number of pages that the library would cover, which is five, keeping consistent with current practices.
- D. Discussion regarding the importance of trusting each other and acting as a total board, not as individuals, as per the Trustee Handbook. Furthermore, there will be a discussion of the development of a policy regarding an individual's request while making the best use of the director's time.
- E. Suggestion was made to reinstate a program committee. A proposal will follow at the next meeting.

Motion to adjourn at 7:25 pm was made by Barbara McDonough and seconded by Marc Boyer.  
*Unanimous*

Kathleen Lawrence, Secretary

Announcements: Friends of the Library meeting: August 10 at 4 pm in the library

Board of Trustees meeting: September 7, 2022 at 6 pm in the library

Book Store hours: Tuesday, 10:30 am -12:30 pm, Wednesday, 4-6 pm, Thursday and Friday 2-4 pm

## Director's Report – September 2022

### Statistics

1. August stats – Circulation – 2355 items, Wi-Fi – 1355 (in July) users, materials loaned – 392, materials received from other libraries - 279, patron count – 2842 (we were open 184 hours), audiobooks – 130 (overdrive) - eBooks – 201 (overdrive), reference questions – 130
2. New acquisitions - 154, Amazon Wish List - \$221.35

### Policies

1. Review of Bylaws – the Bylaws will be reviewed once a year. The Chairman has asked for it at this meeting.

### Northern New York Community Foundation

1. Update from Ann Lesperance

### The Building

1. We did not receive an estimate in time to submit a construction grant for next year. I talked and emailed the contractor and did not receive it.
2. The Knox Box, that the fire department told us about, has been installed with keys, in case of emergency.
3. The city DPW cleaned and replaced rotten boards on the gazebo, per the agreement we have with them.

### Trustee Education

1. Please remember that the bylaws say trustees need 12 hours of continuing education in a 12-month period. I will need a certificate (if they give one) and a write up on how the class will help trustees.
2. **Sexual Harassment training will be done on Wednesday, September 7<sup>th</sup> at 5:15.** If you are required to have it for another entity, I will need a certificate from them, for our files.

### Friend of the Library

1. Update from Ann Lesperance

### Odds and Ends

1. The homeless and drug issue continues, to a lesser extent. It depends on the time of day – they usually aren't around when we are open. We do have all the cameras working, inside and outside of the building.