

Ogdensburg Public Library

# AGENDA – BOARD OF TRUSTEES

Wednesday 6:00 P.M.

October 5, 2022

**At the Library**

1. Call to Order
2. Approval of October Agenda
3. Public Comments, Introductions and Guests
4. *Disposition of Minutes of Previous Meeting (September)*
5. Statistical Report, Financial Reports and *Approval of Bills Paid in September*
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. Director evaluation discussion
  - B. Bylaws Review
11. Strategic Planning
12. New Business
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  
Sept. 7, 2022**

**Board present:** Marc Boyer, Michelle McLagan, Mark Demers, Connie Jenkins, Cheryl Ladouceur, Christopher Lalone, Karlyrn Manke, Barbara McDonough.

**Board excused:** Kathleen Lawrence, Thomas Hannan.

**Staff present:** Penny Kerfien.

**Staff excused:** Dorian Lenney-Wallace

**Guests:** Ann Lesperance

The meeting was called to order at 6 p.m.

The motion to approve the Sept. 7, 2022 agenda was made by Marc Boyer and seconded by Barbara McDonough.

**Public comments:** None

**Disposition of the Aug. 3, 2022 minutes:** The motion to approve the Aug. 3, 2022 minutes was made by Marc Boyer, seconded by Michelle McLagan. It was approved unanimously.

**Director's report:** Penny Kerfien provided with her written report along with financial updates and the check register. She answered a couple of questions about payments of utility bills that overlapped, due to timing of their arrival.

She also noted that she will be presenting the Library's budget to the City Council at 6 p.m. on Wednesday, Oct. 12.

**Children's and Youth Services report:** None at this time since Dorian is excused/on vacation.

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

A. **Building and grounds:** Cheryl Ladouceur mentioned that the Garden Club would welcome more help.

She outlined plans in the works to celebrate the 100<sup>th</sup> anniversary of Ogdensburg Public Library in October. There will be music, demonstrations, displays and events for children. A media campaign will share the news with the community. Trustees are encouraged to participate in the celebration.

B. **Policy and personnel:** No report at this time.

C. **Finance:** The Board engaged in an hour-long discussion about finances stemming from one person's request for records about investment and financial decisions going back as far as 15 years ago. Michelle McLagan and Library Director Penny Kerfien said they would try to obtain what they could access, though it will take time. Other Board members commented that they feel it's more practical to go forward making careful decisions than to focus on what can't be undone. The Board agreed that financial advisor Bob Hennes and Schwab would be asked for a 10-year report on investment performance. In discussing the Library's budget and \$7,500 that the city has previously agreed to provide, they noted the wisdom of getting a paper trail. In addition, the Board will get a monthly report on investments.

D. **Northern New York Community Foundation:** Ann Lesperance noted that the next quarterly report is coming at the end of this month. An interim report indicates an overall gain of about \$1,700.

**E. Friends of the Library:** With membership now at 138 members, the Friends are involved in a variety of events and fundraisers. They held a rain gutter regatta as part of the Tall Ship visit on Sept. 10, and have begun donating gently used books to the Ogdensburg Neighborhood Center. Coming up, they're doing a drawing for a donated quilt on Oct. 21. National Friends of the Library Week is Oct. 16-22, which overlaps with the 100<sup>th</sup> anniversary of the Library's building. The Friends will have their Fall Book Sale from Oct. 19-21, and their annual membership drive starts in October. Everyone is reminded to renew their memberships.

**Old business:** The Library Director's evaluation form has been updated to be more relevant to current goals and procedures. The Board will discuss this at the next meeting.

***Connie Jenkins filled in doing to the minutes for Secretary Kathy Lawrence. To be best of her memory, the meeting adjourned at 7:32.***

## Director's Report – October 2022

### Statistics

1. **No stats available for September as of 9/28/2022.** Stats – Circulation –items, Wi-Fi –(in July) users, materials loaned –, materials received from other libraries -, patron count – (we were open hours), audiobooks – (overdrive) - eBooks – 201 (overdrive), reference questions –
2. New acquisitions -, Amazon Wish List - \$61.98

### Policies

1. Review of Bylaws – the Bylaws will be reviewed once a year. The Chairman has asked for it at this meeting.
2. Review of Director's Evaluation – Personnel committee revised it.

### Northern New York Community Foundation

1. Update from Ann Lesperance

### The Building

1. One of the Preserve New York Grants will be due at the end of October and I am working on the paperwork for that.

### 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.

### 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.

### The City

I received a request from Andrea Smith on Friday, September 16<sup>th</sup> to put in a request from the DRI grant that the city is applying for. I had a brief meeting with her on the 19<sup>th</sup> and submitted information to her on the 21<sup>st</sup>.

Budget presentation has been changed from October 11<sup>th</sup> to sometime in October – no date has been given. I will present at a Budget work session, not a regular council meeting.