

**Ogdensburg Public Library Board of Trustees Meeting**  
**October 15, 2019**  
**Minutes**

**Board:** Marc Boyer, Jim Fish, Michelle McLagan, Mary Margaret Small, Jane Pinkerton, Kathy Lawrence, Barbara McDonough, Ann Lesperance

**Board Absent:** Shelley Bond

**Staff Present:** Penny Kerfien

**Staff Absent:** Stephanie Young, Dorian Lenney-Wallace

**Guests:** Shelley Bond, via video conference

The meeting was called to order at 7:30 pm.

**Public Comments:** None

**Approval of Agenda:** Motion by Mary Margaret, seconded by Ann, to **approve the agenda.**  
*Unanimous*

**Guest Presentations:** None

**Approval of Minutes:** Motion by Mary Margaret, seconded by Ann to **approve the minutes from the previous meeting.** *Unanimous*

**Statistical and Financial Reports:** Penny clarified payments to the architect and Atlantic Testing. Motion by Jim, seconded by Mary Margaret for **approval of bills paid in September.**  
*Unanimous*

**Director's Report:** Penny and Marc met with the Sarah Purdy to discuss the 2020 budget. Penny clarified the budget figures and presented options for the budget shortfall - reduce staff, use the fund balance, or increase revenue. The library meeting with the city regarding the library budget is November 13. Jim requested a forecasted fund balance from the city as of December 31st. Penny reported on the candidate's forum. Over 100 people attended. Official capacity was 100 for the room. Jennifer Stevenson thanked the library for hosting the forum and suggested that another was needed.

**Adult Services Report:** Question regarding audiobooks and whether those were included in the statistics on items reviewed and purchased; Penny will follow up with Stephanie for clarification.

**Children's Services Report:** None.

**Chairperson's Report:** None.

**Committee Reports:**

A. Building and Grounds: None

- B. Policy/Personnel: The committee met after the last board meeting and will have a slate of officers for the November meeting.
- C. Finance: Next meeting will be Friday, October 25 at 3 pm for a budget workshop.
- D. Community Advisory: None

**Executive Session:** None

**Unfinished Business:**

- A. Remington Loan: Motion by Jim, seconded by Mary Margaret, to **investigate the legality of the Frederic Remington Museum proposal by seeking advice from the State Attorney General's Office; the museum will bear the cost of the library's legal expenses.** *Motion passed with 5 in favor, 3 opposed.*

**New Business:**

- A. 2020 Budget: The library will hold a budget work session on Friday October 25th at 3 pm. Penny will get information about other creative fundraising campaigns.
- B. Proposed Amendment to Board By-Laws: Motion by Mary Margaret, seconded by Jim, to **approve the proposed bylaws as amended following discussion.** *Unanimous*  
Ann will update the bylaws as discussed and email them to the board.
- C. Library holiday closures for 2020: Penny presented a proposed list of holidays for when the library will be closed next year. Motion by Mary Margaret, seconded by Ann, to **approve the holiday closures as presented.** *Unanimous.*  
Penny will email the list to NCLS so they can be programmed into Workflows.

The meeting was adjourned at 9:28 pm.

Respectfully submitted,

Michelle McLagan, Secretary