

## MINUTES OF BOARD MEETING

February 20, 2014, in the Library Conference Room, Matt Duprey presiding

### ATTENDANCE:

Trustees: Piche, Griffin, McRoberts, Small, Duprey, O'Donnell

Excused: Fish, Widrick

Staff: Young, Lenney-Wallace

Guest: Marc Boyer

1. Call to order: Meeting was called to order at 4:06 PM.

2. Public Comments: None

3. Disposition of Minutes of Previous Meeting: Request to add "Unanimously approved" to item # 4.

*Piche (Griffin) moved to accept the minutes of the January meeting as corrected. Unanimously approved.*

4. Statistical Report & Financial Report: Reports were presented.

*Motion to pay January's bills. Small (McRoberts) Unanimously approved.*

5. Acting Director's Report: Report was presented.

a. A request was made for the next meeting's agenda to include spaces for the librarians' reports.

6. Chairman's Report

a. Duprey met with Miller as part of the exit process. Board and staff believe they have all the information needed for library functions. The transition process is going smoothly.

7. Committee Reports:

a. Buildings and Grounds: Have not met. Will follow up directly with Albany in regards to the prevailing wage issue.

b. Policy/Personnel:

*Motion to accept the revised job description for Executive Director as submitted. McRoberts (Piche) Unanimously approved.*

A discussion of the hiring process and the people involved occurred, and it was agreed that while other internal groups would have input, the ultimate responsibility for hiring the new director lies with the board.

*Motion to appoint Carolyn Swafford as Interim Director of the Ogdensburg Public Library at the rate of \$30 per hour, not to exceed 30 hours per week, effective March 3, 2014 through June 1, 2014 or such time as a new Executive Director is appointed. Griffin (McRoberts) Unanimously approved.*

c. Finance: No report

d. Programming: The Boys and Girls Club EXPO will be held on March 21, 22, and 23. The library will again have a table and is looking for volunteers to staff it.

8. Old Business:

*Motion to approve the purchase of an RFID system with grant monies and other available funds.*

*Small (Griffin) Unanimously approved.*

Suggestions were requested to fill the final empty board seat.

9. New Business: None

10. *Motion to enter Executive Session to discuss the employment history of an individual was made at 5:37 PM. Small (Piche)*

11. Meeting adjourned at 5:45 pm.

Respectfully submitted by

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Stephanie Young, Adult Services Librarian