

**Ogdensburg Public Library Board of Trustees Meeting
February 19, 2019
Minutes**

Board: Marc Boyer, Shelley Bond, Jim Fish, Michelle McLagan, Jane Pinkerton, Kathy Lawrence, Barbara McDonough

Board Absent: Mary Margaret Small

Staff Present: Penny Kerfien, Stephanie Young

Staff Absent: Dorian Lenney-Wallace

Guest: Julie Cliff, (Remington Board President), Matthew Corey (North Country Library System Consultant), Ann Lesperance

The meeting was called to order at 6:00 pm.

Public Comments: None

Approval of Agenda: Motion by Jim, seconded by Shelley, to **approve the agenda.**
Unanimous

Guest Presentation: Matt Corey from the North Country Library System discussed the upcoming school ballot referendum as well as the services he helps provide through NCLS. Matt also discussed the new NYS Sexual Harassment Policy and how that impacts the library board. Even though the law is written primarily for private sector employees, the library board must be trained prior to October 2019 as they are hold a supervisory role over the library director (who is the supervisor of the rest of the staff).

Julie Cliff spoke about the February 6th meeting between the library and Remington museum. The topic was revenue sharing for the traveling exhibits and the 1981 agreement. The museum and library agreed that a committee of four trustees from each organization and the two directors meet to discuss the 1981 contract as some of the stipulations may no longer be relevant as “times have changed”, and both organizations wish to work together to strengthen our relationship and presence within the community.

Approval of Minutes: Motion by Barbara, seconded by Jim to **approve the minutes from the previous meeting with the correction to the spelling of Marc’s name.** *Unanimous*

Statistical and Financial Reports: No reports received from the City. Penny reported that there were no unusual circumstances in bills paid.

Motion by Jim, seconded by Jane for **approval of bills paid in January.** *Unanimous*

Director's Report: Petitions for the school ballot referendum need to be turned in to the School Board at next week’s meeting (Monday, February 25th at 6 pm). Penny has put the library on the agenda. Marc will represent the library at the school board meeting. The construction grant project is moving ahead. The Sweetheart Soiree was February 9th and was

well-received. The Annual Report was submitted to NCLS on time. Penny will email copies to the trustees for review.

Adult Services Report: No additions.

Children's Services Report: No additions.

Chairperson's Report: None.

Committee Reports:

- A. Building and Grounds: None
- B. Policy/Personnel: None
- C. Finance: The auditors will be here in March or April.
- D. Community Advisory: None.

Unfinished Business:

- A. New Trustee: Motion by Kathy, seconded by Barbara to select Ann Lesperance as a new library trustee. She will finish the remainder of the position previously held by Matt Duprey with a term expiration of December 2020. Ann will take the Oath of Office at City Hall; final appointment rests with City Council.
- B. Remington Agreement: As discussed by Julie Cliff.

New Business:

- A. NCLS Consultant Visit: As discussed by Matt Corey.
- B. Safety Issues: Penny discussed safety issues regarding a patron; she will research the cost/logistics of an additional panic button and security camera for her office area.

Executive Session: Motion by Jim, seconded by Kathy to **enter Executive Session at 6:43 pm to discuss the contract with the Remington Museum.** Motion by Jim, seconded by Barbara to **exit Executive Session at 7:19 pm.**

The Committee that will meet with the Remington shall consist of Marc, Jim, Michelle, Mary Margaret, and Penny. The next meeting will be Wednesday, February 27th at 6 pm. Penny will provide relevant documents in advance for review.

The meeting was adjourned at 7:39 pm.

Respectfully submitted,

Michelle McLagan, Secretary