

## Ogdensburg Public Library Board of Trustees Meeting

March 17, 2020

### Minutes

**Board present:** Michelle McLagan, Ann Lesperance (via conference call), Kathleen Lawrence, Shelley Bond, Marc Boyer, Barbara McDonough, Jane Pinkerton, Cheryl Ladouceur

**Board excused:** Mary Margaret Small

Staff present: Penny Kerfien, Dorian Lenney-Wallace, Stephanie Young

**Staff absent:** none

**Guests:** none

The meeting was called to order at 5:12 pm.

**Public comments:** none

**Approval of the agenda:** Motion by Marc Boyer, seconded by Cheryl Ladouceur to approve the minutes from the February 2020 meeting. *Unanimous.*

**Guest presentations:** none

**Approval of the February 2020 minutes:** Motion by Shelley Bond, seconded by Marc Boyer to approve the minutes from the February 2020 meeting. *Unanimous.*

**Statistical and Financial Reports:** Motion by Barbara McDonough, seconded by Marc Boyer for approval of bills paid in February. Clarification of questions. Motion passed: *Unanimous.*

**Director's report:** Changes in the report include cancellation of some scheduled meetings, putting a hold on the mail with physical pick up every few days, and putting a hold on other deliveries.

**Adult services report:** Add attendance at a corona virus conference

**Children's services report:** Several programs have been cancelled. The Battle of the Books will be rescheduled or cancelled. Work on alternatives for the summer reading program are being investigated.

**Chairperson's report:** There is an informal meeting with the mayor and city manager on Wednesday, March 18, 2020 at the library. The discussions with the Frederic Remington Art Museum are ongoing.

#### **Committee reports:**

- A. Building and grounds: the outside lift needs repair, in progress
- B. Policy and personnel: no report

- C. Finance: reception of referendum money from the Ogdensburg City School District is in process. The business office will be contacted to verify when this will occur.

**Unfinished business:**

- A. Remington loan: discussion regarding a document request from the Remington Museum board of trustees.
- B. Northern New York Community Foundation: Contact Max DeSignore to open an account

Motion by Cheryl Ladouceur, seconded by Barbara McDonough to move \$5,000.00 from an unrestricted account to Northern New York Community Foundation to open a fund. *Unanimous.*

**New business:** Discussion regarding the operation and cleaning of the library amid the corona virus pandemic and state of emergency.

Motion by Cheryl Ladouceur, seconded by Marc Boyer to approve the Emergency Closure and Pandemic Response Plan for the Ogdensburg Public Library. *Unanimous.*

Motion by Barbara McDonough, seconded by Jane Pinkerton to approve Paid Leave During Emergency Closure. *Unanimous.*

Motion by Barbara McDonough, seconded by Cheryl Ladouceur to approve Quarantine Leave.  
*Unanimous.*

Motion by Cheryl Ladouceur, seconded by Barbara McDonough to approve the Resolution to Address the COVID-19 Pandemic for Ogdensburg Public Library. *Unanimous.*

Motion by Cheryl Ladouceur, seconded by Kathleen Lawrence to approve allocation of extra funds for Overdrive during the pandemic. *Defeated unanimously.*

A tentative meeting has been scheduled for Tuesday, April 14, 2020 for an update on the pandemic.

**Anticipated executive session:** none

Motion to adjourn by Jane Pinkerton, seconded by Barbara McDonough. *Unanimous.*

Meeting adjourned at 6:21 pm.

Respectfully submitted,

Kathleen Lawrence, Secretary