

Ogdensburg Public Library Board of Trustees Meeting
May 21, 2019
Minutes

Board: Marc Boyer, Shelley Bond, Michelle McLagan, Mary Margaret Small, Kathy Lawrence, Barbara McDonough, Ann Lesperance

Board Absent: Jim Fish, Jane Pinkerton

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

Staff Absent: None

Guest: Laura Foster, Executive Director of the Frederic Remington Museum

The meeting was called to order at 6:02 pm.

Public Comments: None

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

Guest Presentation: Laura Foster discussed the loan request by the Denver Art Museum, Portland Museum of Art, and Amon Carter Museum of American Art. Motion by Mary Margaret, seconded by Barbara to **approve the Remington Museum loan request for American Titans: The Art of Winslow Homer and Fred Remington.** *Unanimous*

Approval of Minutes: Motion by Shelley, seconded by Ann to **approve the minutes from the previous meeting with a correction to Mary Margaret as absent, not present.** *Unanimous*

Statistical and Financial Reports: Financial reports for February, March, and April were received from the City.

Motion by Barbara, seconded by Mary Margaret for **approval of bills paid in April.**
Unanimous

Director's Report: The Friends of the Library book sale made over \$1,700 which was a significant increase over the last book sale. The July book sale will be for children and young adult books only. This will be the same time as the Fun Fest.

Adult Services Report: There will be another glass painting class in July.

Children's Services Report: Dorian has school visits in June.

Chairperson's Report: None.

Committee Reports:

- A. Building and Grounds: The door and retaining wall construction is tentatively starting next week.
- B. Policy/Personnel: The committee met in May to discuss Penny's personnel evaluation.

- C. Finance: None
- D. Community Advisory: None

Executive Session: Mary Margaret made a motion, seconded by Ann, **to enter executive session to discuss Penny's annual performance evaluation and salary agreement.**

Unanimous

Executive session began at 6:27 pm and exited at 7:00 pm.

Unfinished Business:

- A. Central Library payroll is going to be transferred by NCLS to each central library (Watertown and Ogdensburg). It is uncertain at this time whether Jo will do payroll in-house or whether the library will contract with a payroll service provider. A separate bank account is needed for the CL payroll funds. A \$50 initial deposit is required to open the account. Motion by Ann, seconded by Barbara **to open a new bank account for Central Library payroll purposes.** *Unanimous*
- B. The names of the board chair and secretary need to be updated at the bank. Penny will get the information together and then Marc and Michelle will need to visit the bank.

New Business:

- A. Mary Margaret made a motion, seconded by Shelley, to **increase the library director's salary by 3% effective on her anniversary date of July 14th, 2019.** *Unanimous*
- B. Mary Margaret made a motion, seconded by Barbara **to align future salary modifications for the library director with the fiscal year of January 1st through December 31st and, for the initial transition, to provide the library director with a minimum 2% increase, subject to a possibly higher rate to match civil service employees, on January 1st, 2020.** *Unanimous*

The meeting was adjourned at 7:09 pm.

Respectfully submitted,

Michelle McLagan, Secretary