

Ogdensburg Public Library Board of Trustees Meeting
September 17, 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

Guests: None

The meeting was called to order at 6:01 pm.

Public Comments: None

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

Guest Presentations: None

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

Statistical and Financial Reports: There were no unusual bills paid. Discussion regarding the reports received from Jo-Ellen vs reports from the City and whether the reports accurately reflect library spending. Suggestion made that the finance committee meet with the City in January to re-evaluate the procedures for paying library bills. The goal will be to streamline bill payments, save staff time, address issues with the financial audit, and more efficiently complete the annual report to the state.

Motion by Mary Margaret, seconded by Kathy for **approval of bills paid in June, July, and August.** *Unanimous*

Director's Report: Amanda Hitterman from the hospital foundation came by to discuss the library as a stop for the Amazing Race - participants will have to go into the stacks to find specific books. George Kosior will continue the English Country Dance program in the fall. Penny attended the Association for Rural and Small Libraries Conference which pertains specifically to small libraries. Penny is planning on attending the Public Library Association conference in February if she receives a grant from the Northern New York Library Network; she has already applied for the grant. Penny will put together a list of the minimum standards for central libraries and send to the board for consideration. Penny added that the Friends of the Library will be doing a Candidates Forum.

Adult Services Report: Stephanie gave an update regarding attendance at programs.

Children's Services Report: Dorian gave feedback regarding the library's social media accounts. Dorian needs volunteers to hand out candy at the Halloween Party on October 26th.

Chairperson's Report: None.

Committee Reports:

- A. Building and Grounds: None
- B. Policy/Personnel: Linda wants to reduce her hours due to health issues; Penny will look at the options for staff hours and coverage.
- C. Finance: None
- D. Community Advisory: None

Executive Session: None

Unfinished Business:

- A. Remington Loan: Marc will contact Julie Cliff to request any proposals and other documentation be sent to the library in advance of the next meeting for our review.
- B. October Meeting: The library board meeting will be at 7:30 pm rather than 6:00 pm.
- C. Audit: The final audit report has not yet been received; approval is tabled until next meeting pending the final report.

New Business:

- A. 2020 Budget: Penny has been told, that part of the (union) unit doesn't want to negotiate a contract until the blue and white collar contracts are ratified. Penny told the union to go ahead and start negotiating the contract for library staff since it expires at the end of the year. Marc and Penny met with Sarah and Tim who asked for some extra figures; it looks like health insurance is going up 25.1% next year. The city is looking at options for a less expensive health insurance plan with the same provider.
- B. Proposed Amendment to Bylaws: Marc, Ann, and Penny will review the bylaws and recommend changes.
- C. Motion by Kathy, seconded by Mary Margaret to transfer \$6,280 from the Mahoney endowment and \$26,720 from the general endowment to the library's checking account which is then payable to the city to make the library budget whole. Penny will send a letter authorizing Bob Hennes to take care of the transfer.

The meeting was adjourned at 7:48 pm.

Respectfully submitted,

Michelle McLagan, Secretary