

**Ogdensburg Public Library**

**Board of Trustees Meeting**

**In the library or via Zoom**

**July 7, 2021**

**6:00 pm**

**Board present:** Michelle McLagan, Kathleen Lawrence, Thomas Hannan, Marc Boyer, Cheryl Ladouceur, Barbara McDonough, Jane Pinkerton

**Staff present:** Penny Kerfien, Dorian Lenney-Wallace

**Guests present:** Max DeSignore, Northern New York Community Foundation, Ann Lesperance

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

**Public comments and guests:** Max DeSignore from Northern New York Community Foundation (NNYCF), who was invited to educate the board about the foundation and to refresh the reasons for our partnership: to help secure resources for long-term benefit and for consistent funding through an endowment. Our endowment is a vehicle for charitable gifts, a long-term growth resource, and provides a network for donations. We discussed our specific endowment, how to assess its growth, the fees involved and the average rates of return. The NNYCF staff is available to advise the board in growth campaigns, education of potential donors, and help with developing partnerships within the community. He explained the \*315 campaign.

Ann Lesperance asked for clarification on several financial questions.

**Approval of the agenda:** Motion to approve the agenda for July 7, 2021 was made by Marc Boyer and seconded by Cheryl Ladouceur. *Unanimous*

**Disposition of the minutes:** Motion to approve the June 2, 2021 minutes, as corrected, was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

**Financial and statistical reports:** Motion to approve the bills paid in June was made by Marc Boyer and seconded by Cheryl Ladouceur. *Unanimous*

There was a discussion of the Nanette Gordon Memorial Trust

**Director's report:** Additions to the report include a statement of need for executive session. Circulation numbers are comparative to pre-COVID numbers and library visits are close to normal, as well. There is a strategic planning webinar on July 13, offered through the North Country Library System (NCLS), for which a few board members and the director have registered. A committee to review and revise the Operating Policy Manual will convene in September.

## **Librarian's report**

- A. Children's librarian: Additions to the report include a collaboration with the Ogdensburg Boys and Girls Club (OBGC) where the librarian visits the Club every other week, and on the opposite week, members of the club visit the library. Both parties are enthusiastic about the arrangement. The story walk has had many people (> 50) attend. Many libraries are cataloging their story walks for use by other libraries in the future. Music and Movement is back to normal attendance. The curbside crafts kits were all claimed. When the kits run out, children are given a coloring book and colored pencils, which were donated for this purpose. Crafts in the park is held on Fridays. The librarian will continue to have photos of the various events to add to the library website and the library's social media sites.

**Chairperson's report:** There is a workshop on Strategic Planning on July 13; please attend, if possible. There was a meeting with Angela Gray, City Comptroller. The chairperson is waiting for answers from Ms. Gray and the New York State Retirement System regarding several questions that were asked.

## **Committee reports:**

- A. Building and grounds: no report
- B. Policy and Personnel: no report
- C. Finance: Report was distributed. In addition, it is recommended that someone from the finance committee meet regularly with the representative at Community Bank for updates.

Motion to add the subtitle "deposit" to the Money Market checking account was made by Barbara McDonough and seconded by Jane Pinkerton. *Unanimous*

Motion to add the subtitle "general" to the Public Fund non-interest checking account was made by Barbara McDonough and seconded by Jane Pinkerton. *Unanimous*

Motion to add the subtitle "library payroll" to the Public Fund non-interest checking account which is used for payroll was made by Barbara McDonough and seconded by Jane Pinkerton. *Unanimous*

Motion to add the subtitle "Mahoney Fund" to the Money Market Public Fund account was made by Barbara McDonough and seconded by Jane Pinkerton. *Unanimous*

Motion to remove Marc Boyer, chair; James Fish, treasurer; and Stephanie Young, librarian from the Public Fund non-interest checking account used for payroll, and to add Michelle McLagan, chairperson; Marc Boyer, vice chairperson; Kathleen Lawrence, secretary; and Dorian Lenney-Wallace, children's librarian was made by Barbara McDonough and seconded by Jane Pinkerton. *Unanimous*

**Friends of the Library report:** There was a meeting of the Book Store committee and volunteers on July 7. There is a hike to Lampson's Falls on Saturday, July 10 at 10 am. The next Friends meeting is on July 14.

**Unfinished business:** Motion to elect Marc Boyer as vice-chairperson through December 2021 was made by Kathleen Lawrence and seconded by Michelle McLagan. *Unanimous*

**New business:** Discussion of the endowment with NNYCF.

Motion to approach Northern New York Community Foundation to begin a \$10,000 matching campaign to run from September 2021 through December 2021 and coordinated by Ann Lesperance and Penny Kerfien was made by Marc Boyer and seconded by Cheryl Ladouceur.  
*Unanimous*

The audit has been rescheduled for the August 2021 Board of Trustees meeting.

**Anticipated executive session for discussion regarding proposed, pending, or current litigation:** Motion to move into executive session for discussion regarding proposed, pending, or current litigation was made by Michelle McLagan at 7:36 pm and seconded by Marc Boyer.  
*Unanimous*

Motion to leave executive session was made by Michelle McLagan at 8:05 pm and seconded by Jane Pinkerton. *Unanimous*

Motion to adjourn was made by Marc Boyer at 8:06 pm and seconded by Barbara McDonough.  
*Unanimous*

Announcements:

- A. Friends of the Library hike at Lampson's Falls on July 10.
- B. Friends of the Library meeting on July 14 at 4 pm in the library auditorium.
- C. Board of Trustees meeting on Wednesday, August 4, 2021 at 6 pm in the library.

Respectfully submitted,

Kathleen Lawrence, Secretary