

Ogdensburg Public Library

AGENDA – BOARD OF TRUSTEES

Wednesday 6:00 P.M.

February 2, 2022

At the Library or by Zoom

1. Call to Order
2. Approval of February Agenda
3. Public Comments, Introductions and Guests
4. *Disposition of Minutes of Previous Meeting (January)*
5. Statistical Report, Financial Reports and *Approval of Bills Paid in December and January*
6. Director's Report
7. Children's and Youth Services Report - Dorian
8. Chairman's Report
9. Committee and Friends Reports
 - A. Building and Grounds
 - B. Policy/Personnel
 - C. Finance – Square, Paypal
 - D. Northern New York Community Foundation
 - E. Friends of the Library
10. Unfinished Business
11. Strategic Planning
12. New Business
13. *Anticipated Executive Session*
 - A. *Discussion regarding proposed, pending, or current litigation.*
14. Adjournment

Action items appear in italics

Ogdensburg Public Library

Board of Trustees Meeting

January 5, 2022

Board present: Marc Boyer, Michelle McLagan, Kathleen Lawrence, Thomas Hannan, James Amo (via Zoom), Cheryl Ladouceur, Christopher Lalone, Barbara McDonough

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Guests: Ann Lesperance, Connie Jenkins

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

Approval of the January 2022 agenda: Motion to approve the January agenda was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

Public comments: Connie Jenkins was introduced as a potential board member, having answered the recruitment ad.

Approval of the December 2021 minutes: Motion to approve the December minutes was made by Cheryl Ladouceur and seconded by Kathleen Lawrence. *Unanimous*

Statistical and financial reports: It was reported that the October information was revised in December, as the information has not been available from the city in a timely manner.

Motion to approve the bills paid in November 2021 and December 2021 was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

Director's report: An addition to the report is that Health Carae coverage for the two librarians began January 1, 2022; they are waiting for the cards to arrive.

Children and Youth Services report: Additions include information on the annual Easter Egg hunt and Summer Reading program. Everything is set for the egg hunt; the librarian is waiting to see the COVID situation before choosing a date. Plans are beginning for the summer reading program, themed "An Ocean of Possibilities". The planning workshop will be in early spring. Most of the activities will take place outside, with take home crafts available.

Chairperson's report: no report

Committee and Friends of OPL reports:

- A. Building and grounds: no report
- B. Policy and Personnel: The committee will be meeting to review the current policies. A Whistle Blower policy will be needed per New York State. We are accepting applications for trustee vacancies.
- C. Finance: The Library has taken over payroll and employee health insurance. The finance team would like to meet with the city to try to work out receiving reports in a timely manner and to receive accurate information regarding retiree pensions.

- D. Northern New York Community Foundation: This committee will work specifically on the matching grant and will be listed as the NNYCF Award Committee. Work on the matching grant is progressing, the thank you note to NNYCF is done, and the press coverage is in the final planning stages. There will be a special newsletter to the Friends of the Library, a newspaper column in February, and other media coverage. The committee will report to the board, monthly. 100% board participation is requested and expected. Donations can be given to Penny who will forward them, or can be made directly to the NNYCF, noting that the donation is for the Ogdensburg Public Library Matching Grant. The next meeting of the committee is January 12 at 5 pm.
- E. Friends of the Ogdensburg Public Library: They last met on December 8, 2021 and elected new officers: Ed Lavarney, president; Christine Becker, vice-president; Lin Griffin, secretary; and Tom Lawrence, treasurer. The next meeting is January 12, 2022. At the meeting, they will be reviewing the by-laws and policies, the fundraising schedule, and events calendar. As of the December meeting, there were 80 new and renewed members. Three Friends have volunteered to assist on the strategic planning committee.

Unfinished business: none

Strategic planning: There is work being done on new mandates, by-law revision, and information to be included on the website. Refer to the hand-out for by-law revision suggestions. There is a need to “right size” our term limit end dates.

New business:

- A. Conflict of Interest and Ethics statements are signed annually and kept on file in the Director’s office. Please return these to the Director as soon as possible.
- B. Tax Cap Resolution is not needed this year as there will not be a referendum in 2022.
- C. Resignation of board member, Loretta Cooke: Motion to accept the resignation of Loretta Cooke effective immediately was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*
- D. Review By-laws-staggered terms: Motion to modify the by-laws as proposed was made by Michelle McLagan and seconded by Cheryl Ladouceur. *Unanimous*
- E. Meet a potential board member, Connie Jenkins. Discussion of the position and what she can bring to the position.

Anticipated executive session regarding a personnel matter: Motion to enter executive session at 6:46 pm was made by Marc Boyer and seconded by Cheryl Ladouceur. *Unanimous*

Motion to leave executive session at 6:55 pm was made by Barbara McDonough and seconded by Christopher Lalone. *Unanimous*

Motion to recommend Connie Jenkins to the mayor for appointment as an Ogdensburg Public Library trustee with a term of January 10, 2022 through December 31, 2023 was made by Barbara McDonough and seconded by Christopher Lalone. *Unanimous*

Announcements:

Thomas Hannan thanked the Board for the donation to the Ogdensburg Boys and Girls Club in memory of his father, Thomas Hannan, Sr.

Friends of the Library meeting: Wednesday, January 12 at 4 pm in the library auditorium

NNYCF Award Committee meeting: Wednesday, January 12 at 5 pm in the library auditorium

Board of Trustees meeting: Wednesday, February 2 ,2022 at 6 pm in the library auditorium

Motion to adjourn at 6:59 pm was made by Michelle McLagan and seconded by Marc Boyer.

Unanimous

Respectfully submitted,

Kathleen Lawrence, Secretary

Director's Report – February 2022

The Library

1. I hired a library clerk for 12 hours a week.
2. All Board meeting information will now be on the website, before the meeting – per NYS law.
3. The State Annual Report will be due February 15th.

Circulation

1. January stats – Circulation - 1228 items, Wi-Fi – 322 users, materials loaned - 434, materials received from other libraries - 149, patron count – 1900 (we were open 152 hours), audiobooks (overdrive) 84, eBooks (overdrive) 272, reference questions - 113

Statistics

1. New acquisitions - 149, Amazon Wish List - \$130.23

Policies

1. The Operating Policy and Strategic Plan need to be updated.

Northern New York Community Foundation

1. The next meeting of the NNYCF and Finance committee is February 16th at 4:00 pm, in the library auditorium.

Children's Room Report – Jan 2022

Programing

I am looking ahead to St. Patrick's, Easter, and summer programming. January is usually a slow month due to holiday fatigue and the weather, this year hasn't been any different. Programming numbers should pick up toward the end of February or beginning of March when the weather improves.

Numbers

January	Program	Kids	Adult	Teen	Total
1/3	Take Home Crafts				40
1/4	Music and Movement	4	3		7
1/6	Story Time				0
1/10	Take Home Crafts				35
1/11	Music and Movement	3	2		5
1/18	Music and Movement	3	3		6
1/18	Take Home Crafts				35
1/19	After School Movie				0
1/20	Story Time	1	1		2
1/25	Music and Movement	6	6		12
1/27	Take Home Crafts				40?
1/27	Story Time	1	1		2
					184

Collection Development

I am continuing to read reviews for upcoming children's and teen books and ordering those that fit my budget and collection goals.

I haven't heard back from either of my grants but am ready to act as soon as I do.

What Next?

- St. Patrick's Day – We will hold our annual scavenger hunt all day St. Patrick's day as a casual program.
- Easter – I will rework the Easter Egg hunt into a scavenger hunt that can be done independently anytime during the day, much like the St. Patrick's day program.
- Summer Reading – I have begun planning summer reading and will follow a similar model to last year to avoid overcrowding and last minute cancellations. I may have a puppy visitor during some crafts, it doesn't fit the theme but I doubt anyone is going to complain about a puppy.