

Ogdensburg Public Library

AGENDA – BOARD OF TRUSTEES

Wednesday 6:00 P.M.

March 2, 2022

At the Library or by Zoom

1. Call to Order
2. Approval of March Agenda
3. Public Comments, Introductions and Guests
4. *Disposition of Minutes of Previous Meeting (March)*
5. Statistical Report, Financial Reports and *Approval of Bills Paid in January and February*
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 –
 - D. Northern New York Community Foundation
 - E. Friends of the Library
10. Unfinished Business
11. Strategic Planning
12. New Business
 - A. Going fine free discussion
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

February 2, 2022

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

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Guests: Ann Lesperance, Connie Jenkins

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

Approval of the February 2, 2022 agenda: Motion to approve the February agenda was made by Cheryl Ladouceur and seconded by Michelle McLagan. *Unanimous*

Public Comments: none

Disposition of the January 2022 minutes: Motion to approve the January minutes was made by Michelle McLagan and seconded by Cheryl Ladouceur. *Unanimous*

Statistical and financial reports: Financial reports from the city back through November 2021 were received the afternoon of February 2, 2022. Per memorandum from Angela M. Gray, City Comptroller the city budget includes \$96,153.32 of costs related to library operations. The anticipated reimbursement due to the city related to these expenses will be reduced by the using the remaining fund balance of \$9,617 and the city paying the debt service costs of \$9,895. Therefore, in 2022, the reimbursement amount due to the city by the library will be \$76,641.32. The city requests that the library remit this to the city in three payments: March, June, and September. The library seeks reimbursement from the city of the payroll expenses for the last week of December 2021.

Motion to approve the bills paid in December 2021 and January 2022 was made by Cheryl Ladouceur and seconded by Kathleen Lawrence. *Unanimous*

Director's report: Additions to the report include the change in the reimbursement schedule to the city. The New York State annual report is due February 15; the director and the bookkeeper are working on this. There is an upward trend in circulation. The annual report to the public has been released.

Children's and Youth Services report: Additions to the report include purchase of manipulative clocks and a clock puzzle to encourage parent-child interaction in learning to tell time. New York State is requesting new recordkeeping by age of participants in the programs for children and youth.

Chairperson's report: no report

Committee and Friends of OPL reports:

- A. Building and Grounds: no report, but a meeting will be set up to review needs and priorities of the building.
- B. Policy and Personnel: there has been some work done for strategic planning
- C. Finance: The committee researched Square and PayPal as requested by the NNYCF endowment committee. It was felt that one or the other may be useful for endowment purposes, as well as other uses in the library. Square is more useful for payment of fines and merchandise, whereas PayPal is more useful for donations. As the library already has a PayPal account, it was decided to reactivate this and consider Square for a later time. Motion to reactivate the PayPal account was made by Michelle McLagan and seconded by Cheryl Ladouceur. *Unanimous*
- D. Northern New York Community Foundation: The committee met on January 12 and January 26, 2022. There was a press release announcing the matching grant on January 26. It was released to The Ogdensburg Journal,

North Country NOW and North Country This Week, as well as social media. There was a WWNY- TV interview with the director on February 1, 2022. A newsletter devoted to the matching grant will be mailed to all members of the Friends of the Ogdensburg Public Library by February 18, 2022. Connie Jenkins volunteered to help with the social media posts. The board was reminded that 100% participation in the endowment is expected. The next committee meeting is February 16.

- E. Friends of the Library report: The Friends met on January 12. As of that date, there were 117 paid members. There is committee established to review the by-laws. The Friends approved the purchase of two five feet long benches for the front porch to replace the metal benches that are there currently. One of the benches will have a memorial plaque, as a Friend will make a donation to help pay the cost of the bench. The bookstore sales are slow. Only three people have redeemed the coupon for a free book they received for joining or renewing their membership. The plans for a sale of special books are in the works.

Unfinished business: none

Strategic Planning: The policy and personnel committee has done some work; building and grounds needs to meet to list and prioritize needs; a community survey needs to be developed, distributed, and compiled; the Friends of the Library will offer their ideas. The various groups' ideas and suggestions will be put together into a plan. Estimates on the various projects/repairs were requested and are being sought, especially the boiler and the air handler.

New business: It was suggested that the investment policy be reviewed. The finance committee will review and update as needed, and present to the full board. Bob Hennes, investment advisor for Graypoint, will visit in the spring to review our investment portfolio. As a further aspect of strategic planning, there was discussion of a possible future capital campaign for building sustainability and improvements. In the 2022 New York State budget, Governor Hochul increased operational funds for libraries, but decreased the amount of money available for library construction grants.

Announcements:

Friends of the Library meeting: Wednesday, February 9, 2022 at 4 pm

NNYCF Award Committee meeting: Wednesday, February 16 at 4 pm

Board of Trustees meeting: Wednesday, March 2 at 6 pm.

Motion to adjourn at 7:00 pm was made by Cheryl Ladouceur and seconded by Christopher Lalone. *Unanimous*

Kathleen Lawrence,

Secretary

Children's Room Report – Feb 2022

Programing

The numbers are up from last month. I am beginning to put together story walks for May, June, July and August.

Numbers

Feb	Program	0-5	6-11	12-18	Adult	Total
2/1	Take Home Crafts	10	25	5		40
2/1	Music and Movement	4	2		6	12
2/3	Story Time					0
2/7	Take Home Crafts	10	25	5		40
2/8	Music and Movement	3	0		4	7
2/10	Story Time		1		1	2
2/14	Take Home Crafts	10	25	5		40
2/15	Music and Movement	3			3	6
2/16	Head start	7			9	16
2/17	Story Time					0
2/22	Take Home Crafts	10	25	5		40
2/22	Music and Movement	6		6		12
2/23	Movie	1			1	2
2/24	Story Time	3	2		5	10
						227

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.

We received the story walk grant but I haven't heard back from Stewarts.

What Next?

- St. Patrick's Day – We will hold our annual scavenger hunt all day St. Patrick's day as a casual program.
- Easter – Easter will be a series of games similar to our Halloween party with eggs as prizes at each station. We will need volunteers to run the stations.
- Story Walk Mini grant – We received \$500.00 to put on 4 story walks with accompanying crafts in May and June. I have picked the books and will be constructing the walks and crafts this March.
- Summer Reading – I have made up calendars for summer reading and will be working on promotional materials next month along with a recorded presentation to send to schools. I have decided to dress the summer reading puppy in a shark costume to stay on theme.

Director's Report – March 2022

The Library

1. The NYS annual report is completed and will need approval by the Board. If anyone would like a printed copy, please let me know (it is 36 pages).

Circulation

1. February stats – Circulation - 1164 items, Wi-Fi – users, materials loaned - 359, materials received from other libraries - 193, patron count – 1824 (we were open 123 hours), audiobooks (overdrive) - , eBooks (overdrive) - , reference questions - 101

Statistics

1. New acquisitions - 122, Amazon Wish List - \$30.67

Policies

1. Review and approval of the Defense of Intellectual Freedom Statement.
2. Approval of Reconsideration and Challenge Policy
3. The Operating Policy and Strategic Plan need to be updated.

Northern New York Community Foundation

1. Update from Ann Lesperance

The Building

1. We are having 2 boilers replaced, the work starts on Wednesday, March 2nd. It will cost approximately \$16,500, depending if any other problems arise. I received 2 estimates and went with the best price. I know the contractor and he has done work here before. I will be talking to him about replacing the other 2 in late spring or summer. We can use the \$8,000 bullet aide from Assemblyman Walczyk for part of it.