

Ogdensburg Public Library

AGENDA - BOARD OF TRUSTEES

Wednesday 6:00 P.M.

April 6, 2022

At the Library or by Zoom

1. Call to Order
2. Approval of April Agenda
3. Public Comments, Introductions and Guests - New Trustees
 - A. Laura Desmond- Frederic Remington Art Museum - loan request (also under New Business)
4. *Disposition of Minutes of Previous Meeting (March)*
5. Statistical Report, Financial Reports and *Approval of Bills Paid in February and March*
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. Old Business
 - A. Missing Library Ethics and Conflict of Interest Statements
 - B. Volunteers and NYS Labor Law: Question: What are the restrictions on the type of work performed by an unpaid volunteer in a non-profitmaking institution? Answer: Unpaid volunteers may not: • replace or augment paid staff to do the work of paid staff • do anything but tasks traditionally reserved for volunteers • be required to work certain hours
11. Strategic Planning
12. New Business
 - A. Juneteenth- will we be closed?
 - B. Laura Desmond - Frederic Remington Art Museum - loan request
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

March 2, 2022

Board present: Marc Boyer, Michelle McLagan, Kathleen Lawrence, Christopher Lalone, Barbara McDonough

Board excused: Thomas Hannan, James Amo, Cheryl Ladouceur,

Staff present: Dorian Lenney-Wallace

Staff absent: Penny Kerfien

Guests: Connie Jenkins

The meeting was called to order at 6:00 pm.

Approval of the March 2, 2022 agenda: Motion to approve the March agenda was made by Michelle McLagan and seconded by Barbara McDonough. *Unanimous*

Public comments: none

Disposition of the February minutes: Motion to approve the February minutes was made by Michelle McLagan and seconded by Marc Boyer. *Unanimous*

Statistical and financial reports: Motion to approve the bills paid in January and February was made by Michelle McLagan and seconded by Barbara McDonough. *Unanimous*

Director's report: Questions regarding the given report can be asked next month.

Children's and Youth Services report: Additions to the report include a request for volunteers for the Easter egg hunt in April. There are extra craft kits which will be donated along with a calendar of library events. The librarian answered questions regarding the policy of showing movies in the library.

Chairperson's report: no report

Committee and Friends of OPL reports:

- A. Building and grounds: The committee believes a coordinated plan is needed to steer the Library into the future. On the exterior, attention should be given to the stucco, front steps, roof, and parking. The interior should be extended and repurposed to provide added space for people, programs, and collections. These improvements must comply with ADA(Americans with Disabilities Act) and other standards for library building. It is understood the extent of these changes cannot be fully considered until professional consultations are completed.
- B. Policy and Personnel: NCLS (North Country Library System) encourages us to adopt the Defense of Intellectual Freedom Statement as a policy. Motion to approve the Defense of Intellectual Freedom Statement was made by Barbara McDonough and seconded by Marc Boyer. *Unanimous* We also reviewed the Request for Reconsideration of Library Material form. We will review this and vote in April.
- C. Finance: no report

- D. Northern New York Community Foundation (NNYCF) : The committee met on 16 February. The reception has been cancelled. The newsletter explaining the endowment challenge was sent. The director participated in a television interview, there was newspaper coverage, and a Facebook challenge was initiated by two individuals to garner contributions to the endowment challenge. Thank you notes were sent to those individuals, as well as to Matt Curatolo, editor of the Ogdensburg Journal for his coverage.
- E. Friends of the OPL: The February meeting was cancelled due to an area-wide power outage. The next meeting is 9 March, the highlights include a review of the by-laws, the conflict of interest policy, and NNYCF donation timing.

Unfinished business: none

Strategic planning: discussion happened throughout the meeting, especially during the building and grounds and new business discussions.

New business:

- A. Fine free discussion: There is a trend throughout the nation for libraries to go fine free, meaning that there are no fines for overdue books. There was a long discussion regarding pros and cons for going fine free. This discussion will be continued in April.
- B. When board members are asked questions regarding the operation of the library, the questions need to be referred to the library director. The director is the person who can best answer the specifics of a citizen's concern.

Announcements:

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

Board of Trustees meeting: Wednesday, 6 April at 6 pm.

Check the library calendar of monthly programs.

Friends Book Store is open Wednesdays from 4-6, Thursdays and Fridays from 2-4.

Motion to adjourn at 8:30 pm was made by Barbara McDonough and seconded by Marc Boyer.

Unanimous

Kathleen Lawrence,

Secretary

Children's Room Report – March 2022

Programing

This month's numbers were very good. I would like to give a special thanks to Nicole Kennedy who has been selling up our programs. Hopefully we can keep this up through summer!

Numbers

| March | Program | 0-5 | 6-11 | 12-18 | Adult | Total |
|-------|--------------------|-----|------|-------|-------|-------|
| 3/1 | Music and Movement | 2 | | | 2 | 4 |
| 3/1 | Take Home Crafts | | | | | 30 |
| 3/3 | Story Time | 3 | 2 | | 5 | 10 |
| 3/7 | Take Home Crafts | 10 | 25 | 5 | | 40 |
| 3/8 | Music and Movement | 3 | | | 3 | 6 |
| 3/10 | Story Time | 4 | | | 7 | 11 |
| 3/14 | Take Home Crafts | 10 | 25 | 5 | | 40 |
| 3/15 | Music and Movement | 5 | | | 8 | 13 |
| 3/17 | Story Time | 8 | 2 | | 10 | 20 |
| 3/17 | St. Patrick's Day | 12 | 3 | 4 | 29 | 48 |
| 3/21 | Take Home Crafts | 10 | 25 | 5 | | 40 |
| 3/22 | Music and Movement | 6 | 2 | | 8 | 16 |
| 3/23 | After School Movie | | 1 | | 1 | 2 |
| 3/24 | Story Time | 3 | 2 | | 6 | 11 |
| 3/28 | Take Home Crafts | 10 | 25 | 5 | | 40 |
| 3/29 | Music and Movement | 4 | | | 5 | 9 |
| 3/31 | Story Time | 4 | | | 4 | 8 |
| | | | | | | 348 |

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 and am making the story walks and crafts to start in mid-May.

We received the Stewarts Grant in the amount of \$500 for video games that encourage independent learning. I made my first order and we will be getting Game Maker Garage and Mario Maker 2 for Nintendo Switch. I am currently reading reviews and checking release dates for other purchases. We should be able to get from 10-30 games depending on individual cost.

What Next?

- Easter – Easter will feature an egg hunt in the park followed by games inside the library. I currently have about 15 volunteers and staff is filling eggs in their free time.
- Story Walk Mini grant – We received \$500.00 to put on 4 story walks with accompanying crafts in May and June.
- Summer Reading – I have made up calendars, ads, a presentation and book walks for summer reading. I will be continuing to work on summer reading until June when I will switch over to focusing on promoting the program.

Director's Report – April 2022

The Library

1. The NYS annual report is completed and as soon as it is submitted by NCLS, it will need Board approval.

Circulation

1. March stats – Circulation – 1669 items, Wi-Fi – 1094 (in Feb.) users, materials loaned - 368, materials received from other libraries - 235, patron count – 2270 (we were open 184 hours), audiobooks – 83 (overdrive) - , eBooks – 273 (overdrive) - , reference questions - 110

Statistics

1. New acquisitions - 194, Amazon Wish List - \$96.30

Policies

1. Approval of Request of Reconsideration of Library Material form
2. The Operating Policy and Strategic Plan continues to be worked on.

Northern New York Community Foundation

1. Update from Ann Lesperance

The Building

Volunteers

From NYS Labor Law:

Question: What are the restrictions on the type of work performed by an unpaid volunteer in a non-profitmaking institution?

Answer: Unpaid volunteers may not: • replace or augment paid staff to do the work of paid staff
• do anything but tasks traditionally reserved for volunteers • be required to work certain hours

Conflict of Interest Policy and Ethics Statement

From NYS Library Trustee Handbook, page 41

A conflict of interest policy and disclosure form are now required for all libraries in New York State given the Department of Education's Office of Counsel ruling on how the Non-Profit Revitalization Act applies to libraries.