

Ogdensburg Public Library

AGENDA – BOARD OF TRUSTEES

Wednesday 6:00 P.M.

May 4, 2022

At the Library

1. Call to Order
2. Approval of May Agenda
3. Public Comments, Introductions and Guests
4. *Disposition of Minutes of Previous Meeting (April)*
5. Statistical Report, Financial Reports and *Approval of Bills Paid in March and April*
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
11. Strategic Planning
12. New Business
 - A. Videotaping and Photography Policy
 - B. Bylaw Modifications
 - C. Trustee Appointments
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

April 6, 2022

Board present: Marc Boyer, Michelle McLagan, Kathleen Lawrence, Thomas Hannan, James Amo (via Zoom), Mark Demers, Connie Jenkins, Cheryl Ladouceur, Barbara McDonough

Board excused: Christopher Lalone

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Guests: Laura Desmond (via Zoom), Frederic Remington Art Museum, and Ann Lesperance (via Zoom)

The meeting was called to order at 6:02 pm

Approval of the revised April 6,2022 agenda: Motion to approve the revised April 6,2022 agenda was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

Public comments: none

Disposition of the March 2022 minutes: Motion to approve the March 2022 minutes was made by Michelle McLagan and seconded by Barbara McDonough. *Unanimous*

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

The monthly financial report is a condensed version; March is still being worked on. There were questions regarding the fishing grant from Senator Ritchie. There is some money left in the grant which may be used for programs and equipment. The items are used by the public.

Director's report: Additions to the report: There is Bullet Aid from Assemblyman Mark Walczyk in the bank which will be used to pay for the recently installed boilers. The estimate for two boilers, installation, and all work was estimated at \$16,500. The final bill has not yet been received.

Children's and Youth Services report: Additions to the report include a planned visit in June from three third grade classes. The Easter Egg hunt will be held on April 13; an inside or outside location will depend on the weather. Oceans of Possibility is the theme for the summer reading program. There will be a changing story walk over four months. Extra crafts will be available during book walk weeks.

Chairperson's report: none

Committee and Friends of OPL reports:

- A. Building and grounds: no report
- B. Policy Personnel: We have been discussing the health of the library board as part of the strategic plan.
- C. Finance: The finance chair and director met with the city comptroller, Angela Gray, to review and clarify the retiree health insurance and pension plans. A discussion took place regarding the possible future takeover of these plans by the library. We currently pay for the programs in

three yearly payments to the city; everything would remain the same as the library took control of the payments. There was a refund from the city for the last payroll period in December 2021.

- D. Northern New York Community Foundation (NNYCF): The community has contributed the funds necessary to receive the matching grant of \$10,000. The committee would like to request continued support as we work toward the long term goal of \$50,000. Please share information about the endowment. Please also consider writing a letter to the editor in the next two months in support of the endowment and/or the library.
- E. Friends of the Library: The Friends last met on March 9. At that time, there were 118 members. They discussed by-law revisions, the events calendar, the upcoming book sale, and the two new benches for the front porch. The bookstore sub-committee met to discuss changes for improved inventory rotation and ways to share excess inventory. There is an opportunity to add a Little Library to the Ogdensburg Farmer's, Crafts, and Arts Market. A bottle account will be set up at Perry's Redemption Center.

Unfinished business:

- A. Missing Library Ethics and Conflict of Interest statements: It is the law that library trustees sign these documents yearly and in a timely manner. The importance of compliance was emphasized.
- B. Volunteers and NYS Labor law: A question arose regarding the role of volunteers in the library. The director researched NYS labor law; the results are found in her report, as well as on the agenda.

Strategic planning: no report

New business:

- A. Juneteenth: Motion to close the library on June 20, 2022 in observance of this Federal holiday was made by Barbara McDonough and seconded by Cheryl Ladouceur. *Unanimous* It was stated that it is necessary to contact the union so that this change can be added to the contract.
- B. Remington Loan Request: Motion to approve the loan request of seven objects listed on the loan request to the Sid Richardson Museum, Fort Worth, Texas for the exhibition "Night and Day: Frederic Remington's Final Decade" which will run from September 24, 2022 through April 23, 2023, was made by Michelle McLagan and seconded by Barbara McDonough. *Unanimous*
- C. Trustee Appointment: Motion to appoint Connie Jenkins to the open unexpired term on the library board effective today, April 6, 2022 through December 31, 2023 was made by Michelle McLagan and seconded by Barbara McDonough. *Unanimous* Vacancies which occur for reasons other than expiration of the term of office of a trustee shall be filled for the balance of the unexpired term of office by the majority vote of the remaining trustees. The next item regards the City's appointment of James Lafave to the library board with a term expiring on December 31, 2025. That seat is not actually a seat that exists on our seating chart. Our charter allows for nine seats, not ten, therefore, the library board does not have an expired seat with a term ending in 2025. The mayor and the city do not have the authority to create new seats on the library board.
- D. Trustee accountability: The executive committee met to discuss trustee accountability; a letter was written and then read during the board meeting. James Amo verbally resigned his position

as a trustee on the Ogdensburg Public Library Board of Trustees effective April 6, 2022. He was thanked for his service. Mr. Amo exited the meeting. A follow-up letter will be sent.

- E. Nominating committee: The board chairperson appointed Barbara McDonough and Cheryl Ladouceur to the nominating committee.

In answer to a question, a discussion of trustee education ensued, with a clarification of expectations and how to access various sites to acquire the necessary yearly education hours.

The new trustees, Mark Demers and Connie Jenkins, were introduced.

Motion to adjourn at 7:13 pm was made by Cheryl Ladouceur and seconded by Barbara McDonough.

Unanimous

Kathleen Lawrence,

Secretary

Announcements:

Friends of the Library meeting: Wednesday, April 13 at 4 pm.

Easter Egg Hunt: Wednesday, April 13 at 5 pm.

Friends of the Library book sale: April 27-29 in the auditorium and in the book store

Board of Trustee meeting: Wednesday, May 4, 2022 at 6 pm

Check the library calendar of monthly programs.

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

Children's Room Report – April 2022

Programming

Programming numbers continue to be strong. There were a lot of families that went on vacation during spring break so we had lower than normal numbers for the week schools had off. Our Easter numbers were also a bit low this year but those who attended enjoyed themselves.

I think we need to focus on getting the word out to the community about the programming we offer at the library. Please feel free to take extra copies of our calendar to handout to those you believe might be interested.

Numbers

April	Program	0-5	6-11	12-18	Adult	Total
4/5	Music and Movement	6	2		12	20
4/7	Story Time	2			2	4
4/8	Take-home craft	10	10		10	30
4/11	Take-home craft	10	10		10	30
4/12	Music and Movement	8	7			15
4/13	Easter	25	8	12	33	78
4/14	Story Time	5	4	1		10
4/18	Take-home craft	10	10		10	30
4/19	Music and Movement	1			1	2
4/20	Movie		1		1	2
4/21	Story Time	2			2	4
4/25	Take-home craft	10	10		10	30
4/26	Music and Movement	5			4	9
4/28	Story Time	4	1		3	8
						272

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 am picking up a couple of older series for the teens that meet a current spike in interest in the romance genre.

I have purchased a number of educational games and a Nintendo Switch for the teen room with the Stewarts Holiday Matching Grant. Teens will be able to check out the controllers at the front desk to play games on the system. The system will be bolted to the TV stand.

What Next?

- Story Walk Mini grant – The Book Walks are ready to go up in May and June. The crafts are prepared for the May walks and the materials are purchased for the June walks.
- Summer Reading – We have 3 class visits scheduled for June to promote summer reading. I will be putting up a display in June to show off the prizes and upcoming activities which will stay up all summer.

Director's Report – May 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 – 1690 items, Wi-Fi – 1117 (in Mar.) users, materials loaned - 363, materials received from other libraries - 225, patron count – 2415 (we were open 163 hours), audiobooks – 72 (overdrive) - eBooks – 277 (overdrive), reference questions - 122

Statistics

1. New acquisitions - 128, Amazon Wish List - \$31.98

Policies

1. Photograph and videotaping policy

Northern New York Community Foundation

1. Update from Ann Lesperance

The Building

1. Construction grants will be coming available, probably May or June. I am looking at the front porch being replaced as a project.

Trustee Education

1. Please remember that the bylaws say trustees need 12 hours of continuing education in a 12-month period. If you need any assistance, please let me know. I did send out links to different organizations that have courses.

Friend of the Library

1. Update from Ann Lesperance