

Ogdensburg Public Library

AGENDA – BOARD OF TRUSTEES

Wednesday 6:00 P.M.

July 6, 2022

At the Library

1. Call to Order
2. Approval of July Agenda
3. Public Comments, Introductions and Guests
 - A. Laura Desmond – Frederic Remington Loan request
 - B. Robert Hennes – Graypoint Investments(formerly Hugh Johnson)
4. *Disposition of Minutes of Previous Meeting (June)*
5. Statistical Report, Financial Reports and *Approval of Bills Paid in June*
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
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

June 1, 2022

Board present: Marc Boyer, Michelle McLagan, Kathleen Lawrence, Thomas Hannan, Mark Demers, Connie Jenkins, Cheryl Ladouceur, Christopher Lalone, Barbara McDonough

Board absent: Karlyen Manke

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Guests: Ann Lesperance, Michael Gebo

The meeting was called to order at 6:00 pm

Approval of the June 1, 2022 agenda: Motion to approve the June 1, 2022 agenda was made by Marc Boyer and seconded by Barbara McDonough. *Unanimous*

Public comments: none

Disposition of the May 4, 2022 minutes: Motion to approve the May 2022 minutes was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*

It was brought to the attention of the Board of Trustees that the letter from Cynthia Layng, which was read during the public comment time at the May 2022 meeting, was not posted with the other Board information. It will be posted to the Ogdensburg Public Library website with the other Board of Trustees information, as per Open Meeting Law.

Statistical and financial reports: Motion to approve the bills paid in May was made by Barbara McDonough and seconded by Marc Boyer. *Unanimous*

A discussion followed regarding the Preserve New York Grant as it applies to our historical building. This is a lengthy application and is time sensitive. The question was posed as to whether there is a grant committee. Currently, the finance and building and grounds committees work together. Any board member is welcome to bring grant suggestions to the board for consideration. Questions regarding the money market account were answered. There were several fundraising ideas. The Board is limited by law to the kinds of fundraising it can do. These ideas are better presented to the Friends of the Library, for best ways to see how they can best work. There was a request for the total salary and benefits. A discussion regarding the lag in reports; often reports arrive after the meeting, so are reviewed at the next meeting.

Director's report: Additions to the report include the arrest of a local person for doing drugs on the library porch. A discussion of the homeless in the city and its impact on the library ensued. Many of the staff have completed Narcan training. The director will reach out to the county requesting training for the staff members who request it. There was discussion of the cost of additional security cameras; this will be investigated. The request from the Remington Museum for trustee emails for the purpose of participating in a survey was agreeable to all. Small Fry Nursery School held its graduation on June 1, 2022. More than 95 people attended this event.

Children's and Youth Services report: Additions to the report include the cancellation of the three classroom visits which were scheduled for June. The librarian will make classroom visits to two of these classrooms. In addition, a BOCES class will visit the library on June 2, 2022. The librarian expressed her gratitude for the coverage of library programs: story walk, story hour, and music and movement.

Chairperson's report: No report

Committee and Friends of OPL reports:

- A. Building and grounds: no report A question was asked how often the committee meets. It meets as needed. It was stated that the committee recently completed a report with suggestions for needs and improvements, (found in the March 2022 minutes).
- B. Policy and personnel: no report
- C. Finance: We are waiting for an update on our investments. The representative reports on the account regularly, usually twice per year. A finance meeting will be planned.
- D. Northern New York Community Foundation: The committee met on May 18 to review progress and plan the next steps. The balance as of our quarterly statement, March 31, 2022 was misstated as \$27,468.50 at the last board meeting; that is the amount accumulated with the NNYCF campaign. Our account includes the initial \$5000.00 and accrued earnings. Our actual total invested was \$33,681.84. The next meeting will be planned after the receipt of the 2nd quarter report.
- E. Friends of OPL: The last meeting was held on May 11, 2022. There is a membership of 122. A Family Game Day is planned for June 4 in Library Park. Funds were approved for the ADK museum, the summer reading program, and the purchase of plastic bags. The Book store committee met on May 25. It was agreed to add a Tuesday morning shift beginning on June 7, from 10:30 am-12:30 pm. This correlates with the Music and Movement program.

Old business:

- A. Last month the Videotaping and Photography policy was introduced. It was reviewed by our attorney to assure correct legal language. Motion to approve the Videotaping and Photography Policy was made by Cheryl Ladouceur and seconded by Barbara McDonough. *Unanimous*
- B. By-law modifications. After additional changes, a motion was made by Michelle McLagan and seconded by Cheryl Ladouceur to accept the changes to the By-laws. Boyer, McLagan, Lawrence, Jenkins, Ladouceur, and McDonough voted in favor. Demers and Lalone opposed. *Motion carried.*

Strategic Planning: in progress

New business:

- A. Mark Demers was appointed to the Building and Grounds committee to fill a vacancy.
- B. There was a comment regarding the library in the May 9, 2022 City Council meeting minutes. There is misinformation in the comment which needs clarification. Marc Boyer will send a letter to the city manager requesting this. We would like to work together, with the city staff, for the betterment of all. The reference to the library's union staff being unwilling to work certain hours is untrue and has nothing to do with the union members refusing to work, quite the

contrary. A discussion followed regarding the open hours. The hours the library is open have been researched as per visit counts. Currently, the library hours reflect the most popular usage times. Use of libraries has changed over the years. There are activities during the day for small children; adults use the library during daytime hours for business that needs to be conducted during business hours. This includes, but is not limited to, job searches and the like. Many take advantage of the wi-fi, which available 24 hours a day.

General comments: A positive comment about the board package. Please check the board mailbox.

Motion to adjourn at 7:55 pm was made by Barbara McDonough and seconded by Mark Demers.

Unanimous

Kathleen Lawrence,

Secretary

Announcements:

June 4, 2022: Games in the Park 1-3 pm

June 8, 2022: Friends of OPL 4 pm in the auditorium

July 6, 2022: Board of Trustees, 6 pm in the auditorium

Friends of the Library Book store hours: Tuesdays 10:30 am-12:30 pm; Wednesdays 4-6 pm; Thursdays and Fridays 2-4 pm

Director's Report – July 2022

Statistics

1. June stats – Circulation – 2112 items, Wi-Fi – 1526 (in May) users, materials loaned – 363, materials received from other libraries - 256, patron count – 2423 (we were open 168 hours), audiobooks – 96 (overdrive) - eBooks – 251 (overdrive), reference questions – 136
2. We have had 54,308 visits to our website, from January through May.

Statistics

1. New acquisitions - 146, Amazon Wish List - \$132.41

Policies

Northern New York Community Foundation

1. Update from Ann Lesperance

The Building

1. Construction grants will have their application window available soon. I had a meeting on June 29th with an architect to discuss what our options are.

Trustee Education

1. Please remember that the bylaws say trustees need 12 hours of continuing education in a 12-month period. I will need a certificate (if they give one) and a write up on how the class will help trustees.

Friend of the Library

1. Update from Ann Lesperance

Odds and Ends

1. NCLS has voted on removing bills from patron records, if it has been 6 years or more. We have a total of 8,742 bills for an amount of \$34,664.65. 3,135 of them are before 2010. Discussion?

Children's Room Report – May 2022

Programing

The children's room has been very busy this June. Story Time and Music and Movement are both near full capacity. I might need to think about adding additional time slots

I had a successful visit to the elementary school to talk about summer reading. I have recognized many of the children I met in the classroom as they have come into the library to sign up for cards.

I predict that summer reading will be back to pre Covid attendance this year.

Numbers

June	Program	0-5	6-11	12-18	Adult	Total	
6/2	Class Visit		7		7	14	
6/6	Take Home Craft	25			5	30	
6/7	Music and Movement	7			5	12	
6/9	Story Time	7			5	12	
6/13	Book Walk					70	
6/13	Take Home Craft					50	
6/14	Music and Movement	7	2		7	16	
6/16	Story Time	8	10	1		19	
6/21	Take Home Craft					50	
6/21	Music and Movement	7	9	2		18	
6/21	Class Visit		36		3	39	
6/22	Afterschool Movie					0	
6/23	Story Time	8			7	15	
6/27	Book Walk					100	Estimate
6/27	Take Home Craft					48	Estimate
6/28	Music and Movement	13			9	22	
6/30	Story Time	9	4		12	25	
						540	

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

What Next?

- Summer Reading – Summer Reading will be my main focus until the end of Aug.
- AR Labeling – I will be labeling the Easy Readers with the system used by local schools to make it easier for parents to find the right book.



Music and Movement

A preschool movement class for socialization and learning!
Ages 2-5

Tuesdays @ 11:00 am

Story Time

Stories, songs, crafts and activities.
Ages 3-5

Thursdays @ 11:00 am

Take Home Craft

A new ocean themed craft available each week!
Ages 4-11

All Week

Book Walks

Read a story as you walk around the park, crafts available for pickup inside to accompany each walk.
All Ages

July 5—8, July 18-22

Crafts in Library Park

An ocean themed craft in library park.
Ages 3-11

Alternating Wednesdays @ 2:00 pm

Book Walk Crafts

A craft in library park that fits with the weeks book walk.
Ages 3-11


Alternating Wednesdays @ 2:00 pm

Mask required for all inside activities

315-393-4325

Ogdensburg Public Library

July 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Book Walks July 5-8—Swallow The Leader by Danna Smith July 18—22—How to Catch a Mermaid by Adam Wallace				Take Home Crafts July 5-8— Shark Week! July 11-14— Ocean Science July 18-22— Mermaids July 25-29 — Gastropods of the deep		1 8	2 Closed 9
3 Closed	4 Closed	5 Music and Movement 11:00 am	6 Book Walk Craft 2:00 pm	7 Story Time 11:00 am	8 9	9 Closed	
10 Closed	11 12	12 Music and Movement 11:00 am	13 Craft in Library Park 2:00 pm	14 Story Time 11:00 am	15 16	16 Closed	
17 Closed	18 19	19 Music and Movement 11:00 am	20 Book Walk Craft 2:00 pm	21 Story Time 11:00 am	22 23	23 Closed	
24 Closed	25 26	26 Music and Movement 11:00 am	27 Craft in Library Park 2:00 pm	28 Story Time 11:00 am	29 30	30 Closed	