

Ogdensburg Public Library

REVISED AGENDA – BOARD OF TRUSTEES

Wednesday 6:00 P.M.

August 3, 2022

At the Library

1. Call to Order
2. Approval of July Agenda
3. Public Comments, Introductions and Guests
 - A. Financial Review with Mark Mashaw and Jacqueline Davidson of Pinto, Mucenski, Hooper, Van House and Company
4. *Disposition of Minutes of Previous Meeting (July)*
5. Statistical Report, Financial Reports and *Approval of Bills Paid in July*
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

July 6, 2022

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

Staff present: Penny Kerfien, Dorian Lenney-Wallace

Guests: Laura Desmond—Frederic Remington Art Museum; Robert Hennes—Graypoint Investments; Michael Gebo; Ann Lesperance

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

Approval of the July 6, 2022 agenda: Motion to approve the July 6, 2022 agenda was made by Michelle McLagan and seconded by Barbara McDonough. *Unanimous*

Public comments:

- A. Laura Desmond, curator and educator of the Frederic Remington Art Museum, requested approval for the loan of an object to the Denver Art Museum.
Motion made by Michelle McLagan and seconded by Cheryl Ladouceur to approve the loan of *Arab Method of Picketing a Horse* to the Denver Art Museum for an exhibit to run from March 3-May 28, 2023 and then to travel to two additional venues from July 2023 to January 2024. *Unanimous*
- B. Robert Hennes, advisor from Graypoint Investments, was present to review the portfolio. As the board had been provided with a packet of the investment portfolio, Mr. Hennes reviewed the highpoints and answered questions. He talked about the investments in relation to the Federal Reserve goals and their possible decisions, as well as events on the global stage that may affect the portfolio. The company is constantly reviewing the portfolio in relation to market actions and global events. Mr. Hennes will advise and help update the investment policy, which should be approved by the board, annually. He recommended a portfolio update at least twice a year, preferably, in person.

Disposition of the June 1, 2022 minutes: Motion to approve the June 1, 2022 minutes was made by Michelle McLagan and seconded by Cheryl Ladouceur. *Unanimous*

Statistical and financial reports: Motion to approve the bills paid in June was made by Michelle McLagan and seconded by Cheryl Ladouceur. *Unanimous*

Director's report: Additions include:

- A. The building elevator is out of order. Parts have been ordered. The goal is to have the repairs completed this next week.
- B. To help alleviate shortage of staff, the director hired a page to work 20 hours per week to assist with programs, shelving books, and other duties, as requested. A page does not work the circulation desk.
Motion to approve the hiring of Pyperanne Bender at a rate of \$13.50 per hour for 20 hours per week, with no additional benefits, was made by Michelle McLagan and seconded by Cheryl Ladouceur. *Unanimous*

Children's and Youth Services report: no additions

Committee and Friends of the Library reports:

- A. Building and grounds: no report
- B. Policy and Personnel: no report

- C. Finance: The 2023 working budget has been presented to the board with a 5% increase. At this point, it will not balance. Because it is presented early, we have plenty of time to review and discuss. The finance committee will ask for a meeting with city representatives to discuss the possibility of having the city pay for retiree health benefits, retiree pensions, and the bond. The city's commitment to the bond payment is in writing and in the council meeting minutes. The committee will schedule quarterly meetings and others, as necessary. The committee will review the investment policy.
- D. Northern New York Community Foundation: The committee is waiting for the second quarter report; a meeting will be held after the receipt of that report. The opportunity to donate to the campaign was repeated in the newest issue of the Friends of the Library newsletter.
- E. Friends of the Library: The last meeting was June 8; the next is July 13. The membership level has increased to 129 members. The Family Fun Day, June 4, was a success. There was positive feedback, requests to hold the event again, and \$73 was raised in the children's book sale and some donations. There was a poetry reading event on June 10 in Library Park. The Friends' newsletter was distributed on June 29; it is available on the website. A member of the Friends is donating a quilt to raffle as a fundraiser. Additional events are in the discussion stage: an event in September in conjunction with a Tall Ship visit and an October celebration of the 100th anniversary of our library building. The next meeting of the book store committee will be July 20.

Old business: none

Strategic planning: no report

New business:

- A. Connie Jenkins is appointed to the finance committee.
- B. Karlyen Manke is appointed to the building and grounds committee.
- C. A discussion was held regarding the letter written by Marc Boyer, as board chairperson, to city manager, Stephen Jellie, asking for clarification of a statement which was found in the May 9, 2022 city council meeting minutes. The letter was sent, with no response, yet. It was stated by a board member that the letter should have been shared with the board before it was sent, for our review.

Motion to adjourn at 7:20 was made by Christopher Lalone and seconded by Cheryl Ladouceur. *Unanimous*

Kathleen Lawrence, Secretary

Announcements:

July 13: Friends of OPL 4 pm in the auditorium

July 20: Book store committee 4 pm

August 3: 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

Children's Room Report – July 2022

Programing

We have been very busy this summer. Our programs are well attended with the exception of our craft in the park. I believe that it is suffering from a combination of poor advertising and the current homelessness problem in the library park. I have stepped up advertising and hope that helps in the coming weeks. The homelessness issue will be a bit harder to deal with.

We had nearly 800 children and parents attend programs this month, which is above pre-Covid year attendance. I had to purchased extra instruments for Music and Movement. Our staffing level is much lower than in the past and these successes are spreading us a little bit thin. Pyper has been a great help in preparing materials and set up.

Numbers

July	Program	0-5	6-11	12-18	Adult	Total
7/5	Music and Movement	6			8	14
7/5	Take Home Craft					68
7/5	Book Walk					200
7/6	Story Walk Craft		1		1	2
7/7	Story Time	8	2	1	8	19
7/11	Take Home Craft					52
7/12	Music and Movement	16	2	2	9	29
7/13	Class Visit		25		3	28
7/13	Craft in the Park	2	2	2	6	12
7/14	Story Time	5	2		6	13
7/18	Book Walk					125
7/18	Take Home Craft					58
7/19	Music and Movement	18			15	33
7/20	Story Walk Craft	2	2		4	8
7/21	Story Time	12	1		8	21
7/25	Take Home Craft					50
7/26	Music and Movement	15	1	2	17	35
7/27	Craft in the Park	3			2	5
7/28	Story Time	13		1	8	22
						794

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 had Pyper add AR levels to our easy readers and have had very good feedback from parents.

I am putting in an order of inclusive reads for the Doyle collection.

What Next?

- Summer Reading – Summer Reading will be my main focus until the end of Aug.
- The take-home craft theme for September is school supplies.
- I will send out an email to the schools in early September and offer visits after my vacation.

Director's Report – August 2022

Statistics

1. July stats – Circulation – 2288 items, Wi-Fi – 1374 (in June) users, materials loaned – 395, materials received from other libraries - 253, patron count – 2527 (we were open 151 hours), audiobooks – 103 (overdrive) - eBooks – 179 (overdrive), reference questions – 125

Statistics

1. New acquisitions - 250, Amazon Wish List - 0

Policies

1. FOIL policy

Northern New York Community Foundation

1. Update from Ann Lesperance

The Building

1. Construction grants will be due to NCLS on August 15th. I am working on getting an estimate from a contractor to re-do the front steps and porch landing. I cannot apply, without an estimate.
2. The fire inspection was done last week and we have no violations. We were given a certificate for our files.

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.
2. Sexual Harassment training needs to be done. I would like to have it at 5:15 on September 7th, before our meeting. If you are required to have it for another entity, I will need a certificate from them, for our files.

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. **Discussion? I need to give them an answer on what we would like to do.**

2. We have the had the police here, often. People are calling sometimes 3-4 times a night for people passed out/sleeping on the front porch. The same woman has been arrested and taken away twice in the last month for injecting drugs in the front of the library. I have shut the WiFi off at 8 pm and it is turned back on at 7 am. I have put a locking outlet cover on the outlet on the front of the building. I have talked to Police Chief Kearns and he has agreed that those options are good.
3. The cost for ebooks and e-audiobooks will go up for 2023. The increase will be from \$2,227 (this year) to \$2,389, approximately in 2023. The Directors voted on this and the NCLS Board will vote on this at their August meeting.
4. A woman was arrested on Wednesday, July 27th in front of the library for dong drugs. I talked, directly with Chief Kearns.