

Ogdensburg Public Library

AGENDA – BOARD OF TRUSTEES

Wednesday 6:00 P.M.

November 2, 2022

At the Library

1. Call to Order
2. Approval of November Agenda
3. Public Comments, Introductions and Guests
 - A. Laura Desmond – Frederic Remington Museum loan request
4. *Disposition of Minutes of Previous Meeting (October)*
5. Statistical Report, Financial Reports and *Approval of Bills Paid in September and October*
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. Director evaluation discussion
 - B. Bylaws Review
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

October 5, 2022

Board present: Marc Boyer, Michelle McLagan, Kathleen Lawrence, Thomas Hannan, Mark Demers, Connie Jenkins, Karlyen Manke

Board excused: Cheryl Ladouceur, Christopher Lalone, Barbara McDonough

Staff present: Dorian Lenney-Wallace

Staff excused: Penny Kerfien

Guests: Ann Lesperance

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

Motion to approve the October 5, 2022 agenda was made by Kathleen Lawrence and seconded by Karlyen Manke. *Unanimous*

Public comments: none

Disposition of the September 7, 2022 minutes: Motion to approve the September 7, 2022 minutes, as corrected, was made by Michelle McLagan and seconded by Mark Demers. *Unanimous*

Statistical report, financial reports, and approval of bills paid in September: Motion to table the approval of bills paid until the November meeting due to questions for the director was made by Marc Boyer and seconded by Mark Demers. *Unanimous*

Director's report: A written report was provided. Any questions will be addressed at the November meeting.

Children's and Youth Services report: The children's librarian reported lower numbers attending programs in September, as is the norm. All curbside crafts were picked up. The annual Halloween party will be held on Wednesday, October 26 from 5:00 pm -6:30 pm. Several people have volunteered to assist.

Chairperson's report: no report

Committee and Friends of the Library reports

- A. Building and grounds: no report
- B. Policy and personnel: no report
- C. Finance: The treasurer plans to call a meeting of the finance committee, then have a work session with the board of trustees to discuss the topics and requests for the city budget sessions. There was a discussion regarding the agreement the union has with

the city which says the city will pay health insurance for retirees. Union agreements should be adhered to. Following the discussion with the board of trustees, the treasurer, the board chairperson, and the director will make the presentation at the city budget work session. This date is yet to be determined by the city.

- D. Northern New York Community Foundation: The committee is waiting for the end of quarter report; end of quarter was September 30. Contributions continue.
- E. Friends of the Library: The next meeting is October 12, 2022. There are currently 144 members. The 2023 membership drive has begun. Five hundred renewal requests and new member letters were mailed. Ticket sales continue for the donated quilt. The drawing is on October 21. The ticket sales total to date is over \$1,500.00. There are several activities planned for the 100th anniversary celebration of our library building. National Friends of the Library Week is October 16-22. The Fall book sale is planned for October 19-21. The LL Bean Boot and shop will be in Library Park on October 15 and 16 from 10-5. This is an opportunity for a photo op and to shop. There will also be a food vendor and a FOL membership information table.

Old business:

- A. Director evaluation discussion: will be held at the November meeting.
- B. Bylaws review: will be held at the November meeting.

Strategic planning: no report

New business: A review of the annual meeting of the North Country Library System, which was held on September 29, 2022 in Clayton was presented. Four trustees and the director attended the meeting.

Adjournment: Motion to adjourn at 6:38 pm was made by Karlyen Manke and seconded by Marc Boyer. *Unanimous*

Kathleen Lawrence, Secretary

October 12: Friends of the Library at 4 pm

October 15 and 16: LL Bean Boot in Library Park from 10-5 each day

October 17: Treasures of the Library talk by Julie Madlin at 7 pm

October 18: Yoga at 4:30 pm and moving books for the sale

October 19: set up of the book sale

October: Barbara Briggs Ward reads at story hour

October 19-21: book sale in the bookstore and the auditorium

November 2: Board of Trustees meeting at 6 pm

Children's Room Report – Oct 2022

Programing

The Halloween Party went very well this month and we had good numbers for all our reoccurring programs.

Numbers

Oct	Program	0-5	6-11	12-18	Adult	Total
10/3	Take Home Crafts					30
10/4	Music and Movement	15	3		14	32
10/6	Story Time	7			5	12
10/11	Take Home Crafts					30
10/11	Music and Movement	8			6	14
10/12	Halloween Craft	1	2	1	2	6
10/13	Story Time	8	2		6	16
10/17	Take Home Crafts					31
10/18	Music and Movement	7			5	12
10/19	After School Movie	4			4	8
10/20	Story Time	6			5	11
10/24	Take Home Crafts					48
10/25	Music and Movement	7			6	13
10/26	Halloween Party	50	40	40	80	210
10/27	Story Time	6	2		5	13
10/24-10/28	Book Walk					50
All Month	Word Scramble		15			15
						486

Collection Development

I continue to read reviews and purchase new materials for the children's and teen's collections based on need and community interest. The past few months have seen an increased interest in historical fiction in the teen section. Graphic Novels remain the most popular item for kids and teens.

What Next?

- Monthly cooking classes for teens (Dec – Jan trial run)
- Gratitude Garland
- Cozy take-home crafts
- Weekly afterschool activities starting in January
- New music for Music and Movement

Director's Report – November 2022

Statistics

1. **September** Stats – Circulation – 2058 items, Wi-Fi – 1304(in August) 1641(in September) users, materials loaned –381, materials received from other libraries - 227, patron count – (we were open hours), audiobooks – 97 (overdrive) - eBooks – 223 (overdrive), reference questions – 112
2. New acquisitions - 148, Amazon Wish List - \$61.98

Policies

1. Review of Bylaws – the Bylaws will be reviewed once a year. The Chairman has asked for it at this meeting.
2. Review of Director's Evaluation – Personnel committee revised it.

Northern New York Community Foundation

1. Update from Ann Lesperance

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. The LL Bean Pop up Shop and Boot mobile on Oct. 15 and 16, was very successful. They were excited at our turnout.
2. The Library Treasures program on October 17, by Julie Madlin, was well attended.
3. Barbara Briggs Ward was here and signed books on Wednesday, October 19th and then she read at Story Hour on Thursday, October 20th.
4. The Giroux Jazz Combo was on Friday and well attended.

The City

The budget presentation has been moved to November, no date as of yet.